Oakwood College

BULLETIN 1969-70

IMPORTANT
COMMUNICATION INFORMATION

Direct Correspondence to the Following Offices:

General College Administration ..... The President

Academic Policies ..... The Dean of the College

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Part-Time Employment .... The Director of Student Finance

Married Students' Housing ..... The Business Manager

Payment of Bills, Student Accounts ..... The Director of Student Finance

Student Transcripts, Credits, Grades ..... The Director of Admissions and Records

Dormitory Housing ..... The Dormitory Deans

Alumni Association ..... Alumni President

Mail Address:

Oakwood College
Huntsville, Alabama 35806

Telephone Directory

Oakwood College Telephone	(205) 539-9461
Cunningham Hall (Freshman Women)	(205) 534-8246
Peterson Hall	(205) 534-8726
Bessie Carter Hall (Upperclass Women)	(205) 534-8194

NOTE: After 5 PM and before 8 AM and on Saturdays, Sundays, and holidays call as follows:

Carter Hall	(205) 534-8194
Cunningham Hall	(205) 534-8246
Library	(205) 534-8991
Peterson Hall	(205) 534-8727

OAKWOOD COLLEGE BULLETIN

A Record of the Academic Year 1968-1969

Announcements for the Year 1969-1970

OAKWOOD COLLEGE

Huntsville, Alabama

Printed in U.S.A.

1969

JULY

S	M	T	W	T	F	S
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NOVEMBER

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DECEMBER

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20	21	22	23	24	25	26
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ACADEMIC CALENDAR

AUTUMN QUARTER — 1969-70

Sept. 16-21	Freshman Orientation and Testing (Required of all Freshman and New Students)
Sept. 22, 23	Registration Days
Sept. 24	Classes Begin
Sept. 26	Last Day to Register for Autumn Quarter
Nov. 13-15	Education Emphasis Week
Nov. 18, 19	Senior Comprehensive Examinations
Nov. 26	Thanksgiving Recess
Dec. 1	Classes Resume
Dec. 1-5	Pre-Registration for Winter Quarter
Dec. 8-10	Final Examinations
Dec. 10	End of Quarter

WINTER QUARTER — 1970

Jan. 5	Registration Day
Jan. 6	Classes Begin
Jan. 7	Last Day to Register for Winter Quarter
Feb. 17, 18	Senior Comprehensive Examinations
Mar. 9-13	Pre-Registration for Spring Quarter
Mar. 16-18	Final Examinations
Mar. 18	End of Quarter

SPRING QUARTER — 1970

Mar. 23	Registration Day
Mar. 24	Classes Begin
Mar. 25	Last Day to Register for Spring Quarter
Apr. 7, 8	Senior Comprehensive Examinations
May 25-27	Senior Examinations
May 25-30	Pre-Registration for Summer Quarter
May 30	Memorial Holiday
June 1-3	Final Examinations
June 7	Commencement

SUMMER QUARTER — 1970

June 22	Registration Day
June 23	Classes Begin
June 24	Last Day to Register for Summer Quarter
July 4	Independence Holiday
July 14, 15	Senior Comprehensive Examinations
Aug. 10-14	Pre-Registration for Autumn Quarter
Aug. 17-19	Final Examinations
Aug. 19	End of Quarter

BOARD OF TRUSTEES

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Frank W. Hale, Jr., *Secretary* ..... Oakwood College
W. S. Banfield ..... Atlanta, Georgia
G. N. Banks ..... Glendale, California
V. W. Becker ..... Decatur, Georgia
W. J. Blacker ..... Glendale, California
O. A. Blake ..... Washington, D.C.
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C. E. Dudley ..... Nashville, Tennessee
G. R. Earle ..... New York, New York
K. H. Emmerson ..... Washington, D. C.
John Richard Ford ..... San Diego, California
W. W. Fordham ..... Washington, D. C.
T. S. Geraty ..... Washington, D.C.
B. E. Leach ..... Richardson, Texas
W. S. Lee ..... Kansas City, Missouri
Esther Lowe ..... Detroit, Michigan
F. R. Millard ..... South Lancaster, Massachusetts
C. E. Moseley, Jr. ..... Washington, D. C.
R. H. Nightingale ..... Lincoln, Nebraska
R. H. Pierson ..... Washington, D. C.
A. S. Rashford ..... New York, New York
V. L. Roberts ..... Dallas, Texas
Cree Sandefur ..... Washington, D. C.
W. M. Schneider ..... Collegedale, Tennessee
H. D. Singleton ..... Washington, D.C.
F. W. Wernick ..... Berrien Springs, Michigan
D. B. Simons ..... Columbus, Ohio
W. A. Thompson ..... Pine Forge, Pennsylvania
J. H. Whitehead ..... Decatur, Georgia
N. C. Wilson, Jr. ..... Washington, D. C.

ADMINISTRATIVE OFFICERS

Frank W. Hale, Jr., B.A., M.A., Ph.D. ..... President
Emerson A. Cooper, B.A., M.S., Ph.D. .. Dean of Academic Affairs
~~Gaines R. Partridge~~, B.A., M.Ed., Ed.D. .. Dean of Student Affairs
Adell Warren, B.S. ..... Business Manager and Treasurer
Witnel McMillan, B.A. ..... Assistant Business Manager
Richard S. Norman, B.A. ..... Accountant
Roy E. Malcolm, B.Th., M.A. Director of Admissions and Records, Secretary of the Faculty
~~Claude Thomas~~, B.A. ..... Dean of Peterson Hall
** ..... Assistant to the Dean of Peterson Hall
** ..... Dean of Cunningham Hall
~~Pattie Miller~~ ..... Assistant to the Dean of Cunningham Hall
Dorothy Hudson ..... Dean of Carter Hall
Sarah Richardson ..... Assistant to the Dean of Carter Hall
** ..... Dean of New Dormitory for Men
Jannith L. Lewis, M.A. in L.S. ..... Librarian
Violin J. Plummer, M.A. ..... Assistant Librarian
Joseph T. Stafford, M.A. ..... Principal, Oakwood Academy
** ..... Supervisor of Elementary Education
Ruth N. Stafford, M.A. ..... Director of Health Service
Ruth Warren, R. N. ..... Assistant Director of Health Service
S. W. Hereford, M.D. ..... College Physician
** ..... Director of Counseling Service
~~R. E. Tottress~~, B.A. ..... College Chaplain

** To be supplied.

EXECUTIVE COMMITTEE

O. A. Blake, *Chairman;* Frank W. Hale, Jr., *Secretary;* W. S. Banfield, V. W. Becker, W. P. Bradley, C. E. Dudley, T. S. Geraty, E. A. Cooper, F. A. Mote, A. Warren, J. H. Whitehead.

ADMINISTRATIVE COUNCIL

Frank W. Hale, Jr., *Chairman;* Roy E. Malcolm, *Secretary;* E. A. Cooper, Gaines R. Partridge, Adell Warren, Jannith L. Lewis, Joseph T. Stafford, R. E. Tottress.

INSTRUCTIONAL STAFF

HENRY BRADFORD, JR., B.D., Ed.D. ..... *Visiting Professor of Music*

B.A., Dillard University, 1944; B.D., Oberlin Graduate School of Theology of Oberlin College, 1946; M.A., Teachers College, Columbia University, 1958; Ed.D., Columbia University, 1961 On staff since 1961.

Z. H. COBERLY, Ed.D. ..... *Professor of Education*

B.Th., Walla Walla College, 1925; M.A., Seventh-day Adventist Theological Seminary, 1947; Ed.D., Oregon State College, 1952. On staff since 1958.

EMERSON A. COOPER, Ph.D. *Head of the Department of Chemistry; Professor of Chemistry*

B.A., Oakwood College, 1949; M.S. in Chemistry, Polytechnic Institute of Brooklyn, 1954; Ph.D., Michigan State University, 1959. On staff since 1948.

RAFAEL M. FITERRE, Ph.D. ..... *Visiting Professor of Mathematics*

B.A., Santiago of Cuba, 1918; Ph.D., University of Havana, 1926; post-doctoral studies, Sorbonne; Leuven, Belgium, 1927-1929. On staff since 1966.

ABIGAIL K. HOBSON, Ph.D. .. *Visiting Professor of Home Economics*

B.S., Tuskegee Institute, 1935; M.S., University of Chicago, 1946; Ph.D., Michigan State University, 1962. On staff since 1965.

GAINES R. PARTRIDGE, Ed.D. ..... *Professor of Education*

B.A., Union College, 1947; M.A. University of Nebraska, 1957 Ed.D., University of Nebraska, 1961. On staff 1949-1953, 1955-1964, and since 1966.

CLARENCE T. RICHARDS, B.D. ..... *Professor of Religion*

B.A., Emmanuel Missionary College, 1940; M.A., Seventh-day Adventist Theological Seminary, 1952; B.D., Andrews University, 1962. On staff since 1947.

ERNEST E. ROGERS, Ph.D. ..... *Professor of Biblical Languages*

B.A., Union College, 1943; M.A., Seventh-day Adventist Theological Seminary, 1952; graduate study, Southern Baptist Theological Seminary, Summer, 1961; Andrews University, 1962-1963; Michigan State University, Summer, 1963, 1964; School year, 1964-1965; Summer 1965; Ph.D., Michigan State University, 1967. On staff since 1945.

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CARL D. ANDERSON, Ph.D. ..... *Chairman of the Division of Social Sciences; Associate Professor of History*

B.Th., Pacific Union College, 1934; B.A., Pacific Union College, 1936; M.A., Andrews University, 1957; Ph.D., American University, 1960.

JOHN J. BEALE, M.A. ..... *Associate Professor of Religion*

B.A., Oakwood College, 1949; M.A., Seventh-day Adventist Theological Seminary, 1952; graduate study, New York University, Summers, 1961, 1964, 1965. On staff since 1949.

BERNARD W. BENN, Ed.D. .. *Visiting Associate Professor of English*

B.A., Atlantic Union College, 1959; M.A., Seton Hall University, 1960; Professional Diploma, Teachers College (Columbia University), 1963; Ed.D., Teachers College (Columbia University), 1967. On staff since 1968.

DONALD F. BLAKE, Ph.D. ..... *Head of the Department of Biology; Associate Professor of Biology*

B.A., Oakwood College, 1953; B.S., Michigan State University, 1957; M.S., Michigan State University, 1959; Ph.D., University of Rhode Island, 1965.

INEZ L. BOOTH, M.A. ..... *Associate Professor of Piano and Organ*

B.A., Pacific Union College, 1937; M.A., Columbia University, 1954. On staff since 1939.

ROBERT BUYCK ..... Asst *~~Associate~~ Professor of French*

Baccalaureat es Lettres-philosophie, University of Nancy, France, 1951; Licence es Lettres, University of Toulouse, 1962; additional Graduate Study, University of Colorado, 1964-69.

EARL M. GOODING, Ph.D. .... *Head of the Department of Behavioral Science; Associate Professor of Behavioral Science*

B.A., Atlantic Union College; M.A., Clark University; Ph.D., University of Connecticut; post-doctoral studies, Harvard University and Oxford University, England On staff 1963-1964, and since 1965.

MURRAY J. HARVEY, Ed.S. ..... *Associate Professor of History*

B.A., Knoxville College; M.Litt., University of Pittsburgh; Ed.S., Ball State University. On staff since 1947.

CHARLES HOGAN, Ph.D. ..... *Chairman of the Division of Education; Associate Professor of Education*

A.B., Hendrix College, 1940; M.A., Roosevelt University, 1961; Ph.D., University of Notre Dame, 1968.

MARY NINAJ LARSON, Ed.S. *Visiting Associate Professor of English*

B.A., Columbia Union College; M.A., Poona University; Ed.S., George Peabody College for Teachers. On staff since 1965.

LUCENO L. QUIRANTE, Ed.D. ..... *Associate Professor of Education*

B.S.Ed., Philippine Union College, 1936; M.A., Far Eastern University, 1947; Ed.D., University of Maryland, 1953. On staff since 1966.

JON ROBERTSON, B.M., M.S. ..... *Head of the Department of Music; Associate Professor of Music*

B.A., Juilliard School of Music, 1964; M.S., Juilliard School of Music, 1966.

CHARLES SMITH, M.A. .... *Associate Professor of Behavioral Science*

B.A., La Sierra College, 1962; M.A., Ohio State University, 1966; Graduate Study, University of Michigan, 1968-69.

ROTHACKER C. SMITH, M.S. ..... *Associate Professor of Biology*

B.S., Emmanuel Missionary College, 1948; M.S., Michigan State University, 1953; M.A., Fisk University, 1967; graduate study, Eastern Michigan University, Summer, 1960; Ripon College; George Peabody College, Summer, 1968. On staff 1948-1955 and since 1962.

MERVYN A. WARREN, Ph.D. ..... *Chairman of the Division of Religion; Associate Professor of Religion*

B.A., Oakwood College, 1957; M.A., Seventh-day Adventist Theological Seminary, 1959; B.D., Andrews University, 1961; graduate study, Michigan State University, Summers, 1963, 1964; School Year, 1964-1965; Summer, 1965; School Year, 1965-1966; Ph.D., Michigan State University, 1966. On staff since 1961.

JOSEPH L. WHEELER, M.A. ..... *Head of the Department of English; Associate Professor of English*

B.A., Pacific Union College, 1959; M.A., Pacific Union College, 1963; M.A., Sacramento State College, 1968; George Peabody College, Summer, 1969. On staff since 1968.

69-70

FLORENCE M. WINSLOW, M.A. ..... *Associate Professor of English*
B.A., Knoxville College, 1934; M.A., Atlanta University, 1941; graduate study, University of Wisconsin, Summers, 1943-1945; Seventh-day Adventist Theological Seminary, Summer, 1958; Alabama A. and M. College, Summer, 1962; Georgetown University, Summer, 1966, 1967. On staff since 1954.

HAROLD L. ANTHONY, M.A. ..... *Assistant Professor of Music*
B.A., Pacific Union College, 1956; M.A., Columbia University, 1961; Columbia University, Summers, 1956, 1966, and 1968. On leave for doctorate study 1969-70. On staff since 1965.

JOHN A. BLAKE, M.S. .... *Head of the Department of Mathematics; Assistant Professor of Mathematics*
B.S., Howard University, 1963; M.S., Howard University, 1964; Princeton University, Summer, 1964; University of Wisconsin, Summer, 1965; University of Oklahoma, 1968-69. On staff since 1964.

RUTH FAYE DAVIS, M.A. ..... *Head of the Department of Home Economics; Assistant Professor of Home Economics*
B.A., Emmanuel Missionary College, 1954; M.A., Michigan State University, 1959; graduate study, University of California, Ext., Year, 1961-62; Fresno State College, 1962-63; Stanislaus State College, Summer, 1963. On staff since 1964.

KATHLEEN HALL, M.S. ..... *Assistant Professor of Mathematics*
B.A., Oakwood College, 1965; M.S., Purdue University, 1967.

ALYNE DUMAS LEE ..... *Artist in Residence*
Institute of Musical Art, Belitze School of Languages, Wayne University, Chicago Conservatory of Music. Advanced study in France and Germany.

LLOYD E. MULRAINE, M.A. ..... *Assistant Professor of English*
B.A., Andrews University, 1966; M.A., Andrews University, 1967.

*ESTHER E. OSBORNE, M.A. ..... *Assistant Professor of English*
B.A., Oakwood College, 1961; M.A., Andrews University, 1964; Indiana University, Summer, 1965. Howard University, Summer 1966; School Year 1966-67; Summer, 1967; School Year, 1967-68 and 1968-69. On staff since 1964.

VIOLIN G. PLUMMER, M.A. ..... *Assistant Professor of Education*
B.A., Oakwood College, 1949; M.A., Texas Southern University, 1951; graduate study, University of Texas, Summer, 1958. University of Oklahoma, Summer, 1966; Summer, 1967; Summer, 1968; Summer, 1969. On staff since 1951.

*TALBERT O. SHAW, M.A., B.D. .... *Assistant Professor of Religion*
B.A., Emmanuel Missionary College, 1961; M.A., Andrews University, 1962; B.D., Andrews University, 1963; graduate study, University of Chicago, 1963-1965, Summer 1966; Summer, 1967; School Year, 1967-68 and 1968-69. On staff since 1966.

RUTH N. STAFFORD, M.A. *Assistant Professor of Nursing Education*
R.N., Hinsdale Sanitarium, 1931; B.S., Pacific Union College, 1938; M.A., Fisk University, 1941; graduate study, University of Minnesota, Summer, 1953, and Columbia University, Summers, 1955, 1957. On staff since 1934-1936 and since 1951.

CLORA D. YOUNG, M.SW. ..... *Assistant Professor of Sociology*
B.A., Oakwood College, 1949; M.SW., University of Illinois, 1964; Auburn University, 1969. On staff since 1966.

MARVIN E. ANDERSON, B.S., M.B.A. ..... *Instructor in Business*
B.S., Union College, 1965; graduate study, Andrews University, Summer, 1966; M.B.A., Athens College, 1969. On staff since 1965.

NIGEL BARHAM, M.A. ..... *Instructor in History*
B.D., London University (England), 1964; Diploma in Education, Birmingham University (England), 1965; graduate study, SDA Theological Seminary, 1965, 1966; M.A., Andrews University, 1968. On Staff since 1968.

MARSHA A. CHAMBERS, B.A. *Visiting Instructor in Home Economics*
B.A., Fontbonne College, 1964; Dietetic Internship, Good Samaritan Hospital (Ohio), 1965.

ALFRED CHUNG, M.S. ..... *Instructor in Chemistry*
B.A., Union College, 1966; M.S., University of Nebraska, 1969.

CAROL EDWARDS, M.A. ..... *Visiting Instructor in Art*
B.S., State University College of New York at Buffalo, 1962; M.A., Bowling Green State University (Ohio), 1965. On staff since 1967.

69-70

MARJORIE FELDER, B.A. ..... *Instructor in English*
B.A., Oakwood College, 1964; Graduate Study, George Washington University, Summers, 1968, 1969.

*CHARLES E. GALLEY, M.Ed. .... *Instructor in Business Education*
B.A., Pacific Union College, 1939; M.Ed., University of Pittsburgh, 1949; graduate study, University of Pittsburgh, Summers, 1954, 1956, 1958, 1962, 1963; University of Maryland, Summer, 1961; New York University, Summer, 1965; University of Pittsburgh, Summer, 1966; School Years, 1966-67, 1967-68, 1968-69, Summer 1969. On staff since 1941.

DAVID GRANDISON, M.A. ..... *Instructor in Biology*
B.A., Oakwood College, 1967; M.A., Andrews University, 1969.

ALFONZO GREENE, M.B.A. .... *Instructor in Business Administration*
B.S., Andrews University, 1962; M.B.A., Western Michigan University, 1966.

MICHAEL HARRIS, M.M. ..... *Instructor in German and Music*
B.A., Andrews University, 1967; M.M., Bowling Green State University (Ohio), 1968.

NORWIDA MARSHALL, M.Ed. ..... *Instructor in Education*
B.Sc., Tuskegee Institute, 1958; M.Ed., University of Pittsburgh, 1965.

SANDRA PRICE, B.S. ..... *Instructor in Secretarial Science*
B.S., Athens College, 1969.

*DAVID RICHARDSON, SR., M.S. ..... *Instructor in Chemistry*
B.A., Oakwood College, 1965; M.S., Purdue University, 1967.

JAMES A. RODDY, B.A. ..... *Instructor in Physical Education*
B.A., University of Southern Mississippi, 1965; graduate study, University of Southern Mississippi, Summer, 1966; Summer, 1967; Summer, 1968; Summer, 1969. On staff since 1965.

---

* On leave for Doctorate Study, 1969-70.

69-70

SUPERVISORS IN SECONDARY AND ELEMENTARY EDUCATION

JOSEPH T. STAFFORD, M.A. ..... *Principal, Bible and History*
B.A., Oakwood College, 1948; M.A., Fisk University, 1951; graduate study, University of Minnesota, Summer, 1953; Alabama A. and M. College, Summer, 1958. On staff since 1950.

*OLIVER J. DAVIS, B.A. ..... *Instructor in English and Music*
B.A., Oakwood College, 1953; B.A., Pacific Union College, 1957; graduate study, San Jose State College, Summers, 1957-1959; University of Atlanta, 1968-69, Summer, 1969. On staff since 1964.

ANNE M. GALLEY, B.A. ..... *Elementary Critic Teacher*
B.A., Oakwood College, 1945; additional study, Alabama A. and M. College, Spring, 1961; Year, 1961-1962; Summers, 1965, 1966. On staff 1941-1943 and since 1963.

GRACIE F. MONROE, B.A. ..... *Instructor in the Academy*
B.A., Oakwood College, 1968.

KARLA MCCALL, B.S. ..... *Instructor in the Elementary School*
B.S., Oakwood College, 1968.

JOSEPH N. RICHARDSON, M.A. ..... *Instructor in Bible*
B.A., Oakwood College, 1956; M.A., Seventh-day Adventist Theological Seminary, 1957; graduate study, Fisk University, Years, 1957-1958; Alabama A. and M. College, Fall, 1961. On staff 1959-1960 and since 1963.

*ROSA TAYLOR, B.S. ..... *Assistant Instructor in Secretarial Science*
B.S., Oakwood College, 1967; graduate study, University of Tennessee, Summer, 1968.

Mrs Reed
Mrs Wilson

---

* On Study Leave.

ADMINISTRATIVE COMMITTEES

(The President is an *ex officio* member of all committees.)

1. Admissions
2. Citizenship
3. Loans and Scholarships
4. Public Relations and Publications
5. School Homes Deans' Council
6. Staff Services
7. Student Faculty Council

COMMITTEES OF THE FACULTY

(The President is an *ex officio* member of all committees.)

1. Academic Policies
2. Artists and Lectures
3. Counseling and Testing
4. Cultural and Social Activities
5. English Cooperation
6. Health and Sanitation
7. Library Services
8. Religious Interests

SUPERINTENDENTS OF SERVICES

Preston Calhoun ..... Superintendent of College Bakery
W. Ralph Davis, B.A. ..... Bookstore Manager
Marvin Taylor ..... Superintendent of Physical Plant
James F. Holloway ..... Security Officer
Harry Dobbins ..... Superintendent of College Dairy
Lawrence Jacobs, Sr. ..... Superintendent of College Farm
Sylvanus Merchant, B.A. ..... Superintendent of College Laundry
Shirley Minisee, B.A., A.DA. ..... Director of Food Services
Harry W. Swinton ..... Superintendent of College Store

GENERAL INFORMATION, HISTORY, AND DEVELOPMENT

Oakwood College is the outgrowth of the Oakwood Industrial School founded in 1896 by the General Conference of Seventh-day Adventists. After a number of years of successful operation the name was changed to Oakwood Manual Training School. In 1917, two years of college work were offered, and the school was known as Oakwood Junior College. In the spring of 1943, another forward step was taken by the institution when it was advanced to the status of a senior college. Since that time it has been known as Oakwood College. In 1964 Oakwood College became a member of the United Negro College Fund.

The institution is owned and operated by the General Conference of Seventh-day Adventists as a college for Christian higher education.

ACCREDITATION

Oakwood College is accredited by the Southern Association of Colleges and Schools and is approved by the Seventh-day Adventist Board of Regents.

OBJECTIVES

Oakwood College builds its offerings around the philosophy that "true education means more than the pursual of a certain course of study. It means more than the preparation for the life that now is. It has to do with the whole being. . . . It is the harmonious development of the physical, the mental, and the spiritual powers. It prepares the student for the joy of service in this world, and for the higher joy of wider service in the world to come."—Education, p. 13.

In harmony with this philosophy of education, the administration and faculty of Oakwood College have defined its objectives as follows:

Spiritual:

The purpose of the spiritual and religious instruction at Oakwood College is to reflect fully the image of Jesus Christ through emphasis on the development of character and talent, the nobility of ambition, the keenness of perception with sound judgment; so that the student is prepared to render unselfish service to God and man.

Intellectual:

Consonant with the divine plan of education, the College purposes to develop within its students certain attitudes and abilities conducive to independent and creative thinking; to further acquaint them with the basic facts and principles of the major fields of

knowledge, together with a more intensive concentration in one or more of these fields. The College seeks further to help the student to develop proficiency in the use of the English language; to encourage an unbiased attitude on controversial issues; and to motivate within the student a persistent and continuing intellectual curiosity.

Cultural:

As an integral part of the total development of the student, the College endeavors to develop in its youth desirable personalities, refined tastes, and correct usage of the social graces which will prepare them for participation in social and recreational activities, and to understand and respect persons of varied backgrounds and experiences.

Personal Adjustment:

The College seeks to help the student understand himself, to the end that he may make the maximum use of whatever powers he has, both for his own and for the social good. While the student must learn the subjects that are offered in the curriculum, he must also find out about himself and how he may best fit into the social order.

Physical:

The physical education program of the College attempts to give each student an intelligent understanding of the standards which govern the function and care of the body. It seeks also to establish in the student a consistency in the observance of habits and practices which engender maximum physical vitality and health. Emphasis is placed on the proper use of leisure time, either through some activity worthy of physical development or in some gymnastic enterprise given under supervision.

Vocational:

Oakwood College endeavors to teach its students the dignity of labor, to train them in practical work which will enable them to cope with life situations, to impart skill and knowledge in certain vocations best suited to the student's interests and aptitudes, and to offer professional and preprofessional courses which will aid the students in their choice of a vocation.

LOCATION

Oakwood College is located five miles northwest of the heart of the city of Huntsville, Alabama. The College property consists of 980 acres at an elevation of 1,100 feet above sea level. The grounds of the campus are appropriately landscaped and afford a delightful setting for a college.

Huntsville is on the Washington-Memphis division of the Southern Railway. Huntsville is served by the Continental Trail-

ways, and connection with other bus lines can be made in practically all nearby cities. Huntsville is also served by several air lines.

Upon arrival at times other than the opening dates published in this *Bulletin*, students will find taxi service available. It is expected that all students will make full arrangements with the College before their arrival.

VETERAN AND FOREIGN STUDENT TRAINING

The Veterans Administration has approved the College for the training of veterans. A Certificate of Eligibility must be submitted to the Registrar's Office at the time of initial registration, in order that the certification of the veteran's enrollment may be made to the Veterans Administration.

The College has also been approved by the United States Office of Immigration for the training of foreign students.

BUILDINGS AND GROUNDS

The College property consists of 980 acres, of which 500 are under cultivation. Twenty acres comprise the main campus.

Peters Hall, constructed in 1964, houses the Music Department, the Home Economics Department, and the Arabella Symington Memorial Laboratory for the Communication Skills.

The H. E. Ford Science Hall, completed and dedicated in 1954, provides classrooms and laboratories for the Division of Natural Sciences and Mathematics.

The W. H. Green Memorial Library, erected in 1952, houses the library reading room, stacks, workrooms, the librarian's office, and a seminar room, as well as the Placement Office.

Moran Hall houses the teachers' offices and classrooms, and the College Auditorium with a seating capacity of 500. The original structure was built in 1939; extensions were added to the east and west sections in 1943 and 1944, respectively.

Cunningham Hall, constructed in 1947, is the residence hall for Academy girls, and College freshmen women. It contains rooms for 140 students. Each room is supplied with hot and cold running water. A parlor, worship room, utility rooms, and the dean's apartment are on the second floor. The art classroom is located in the east wing of the first floor.

Frank Loris Peterson Hall, completed in 1955, is the residence hall for college men. It contains a worship room, recreation hall, two lounges, guest rooms, the dean's apartment, an infirmary, and has a capacity of 180 persons.

The Anna Knight Elementary School, completed in 1960, is located west of the College campus, and serves as a laboratory school for the Elementary Education Department.

A new, modern laundry, constructed in 1959, is provided with

modern equipment necessary for the needs of the College. Some commercial work is done for the citizens of Huntsville.

The Dairy Barn contains a modern, well-equipped milking parlor.

Teachers' Cottages afford twenty-two livable homes for the use of faculty members.

East Hall is a two-story structure which provides accommodations for the Behavioral Science Division.

The Physical Education Building, constructed in 1956, also serves as a pavilion for the South Central Conference camp meeting.

The Store-Bakery-Post Office Building, constructed in 1957, provides community center services.

There are 30 apartments for married students.

The Bessie Carter Hall houses 170 college women above the freshman rank.

The College Center, completed in 1968, contains the administrative offices of the College, the Cafeteria, the Student Center and other amenities.

The *New Dormitory for College men*, completed in 1969, contains a worship room, the dean's apartment, student rooms, recreation facilities, etc.

Other buildings are the central heating plant and three utility barns.

COLLEGE PUBLICATIONS

The College issues in the spring of each year *The Oakwood College Bulletin*. The student handbook, *In the Shadow of the Oaks*, is revised and published periodically.

The United Student Movement sponsors two publications: the *Acorn*, annual student yearbook; and the *Spreading Oak*, the student newspaper.

The *Alumnarian* is published periodically by the Oakwood College Alumni Association.

SUMMER SCHOOL

The College conducts a summer quarter for those who desire to attend. During the summer quarter the same conduct and scholastic standards are maintained as during the regular session. For detailed information relative to the offerings, charges, etc., write to the Director of Admissions and Records.

OAKWOOD ACADEMY

The Oakwood Academy, a four-year high school, is operated in connection with the College. Information concerning the academy may be obtained from the Principal.

ALUMNI ASSOCIATION

The Alumni Association is open to all graduates, former students, and those interested in the advancement of Oakwood. At the annual banquet, which is held during Commencement Week, officers of the Association are elected.

GUIDANCE AND COUNSELING SERVICE

During registration each student is assigned a curriculum adviser to assist in program planning. Throughout the school year the curriculum adviser will be available for advice and guidance on academic questions.

Although curriculum advisers may be consulted on questions and problems other than academic ones, students are invited to seek counsel from any member of the faculty. Personal problems will be given thoughtful consideration. Members of the faculty deem it a privilege to discuss with the student great principles, concepts, and ideas in an atmosphere of informality and friendliness. Students are urged to become personally acquainted with as many members of the faculty as possible.

Students with personal problems who wish assistance from a professional counselor should consult the Guidance Officers of the College. Personnel trained in psychology and counseling are available to those with serious social and personal problems.

The testing service works in close cooperation with the counseling service in providing guidance information to both students and counselors. Students are urged to make use of the testing service as a means of obtaining information useful in choosing a profession or occupation.

GOVERNING STANDARDS

It is the purpose of the College to develop strong men and women with high standards of scholarship and the self-discipline necessary for Christian leadership.

The campus government and discipline, therefore, are founded upon the principle that character building is the highest object of education and that a good name, standing for integrity, honor, and godliness, is the objective alike of the student for himself and of the College for him.

Oakwood College is a Seventh-day Adventist college established to provide a Christian environment in which students may prepare themselves for service at home and in other lands. In order to maintain this environment certain general rules of conduct apply.

When the student applies for admission, he should have read thoroughly *The Shadow of the Oaks*, so that his application indicates his willingness to abide by the regulations of the College in his conduct. Moreover, a student's standing in a Christian school is based not alone on his scholarship attainment but also upon his

general conduct and his attitude toward the community in which he lives. As a citizen of the college community the student must realize that he has been admitted to a privileged group and that he has no right to work against that group. Any student, therefore, may, through lack of respect for the standards maintained by the College or because of direct disobedience to the rules of the College, be asked to withdraw without specific charge.

Dismissal from college for any reason (Citizenship or Academic) normally implies that the student so disciplined will not be considered for re-admission within one calendar year of the date of dismissal.

For more details regarding the general rules and regulations of the College the student may refer to the current issue of *The Shadow of the Oaks*.

STUDENT CITIZENSHIP

Each individual coming to Oakwood College for the purpose of entering any department of the College is subject to its supervision and jurisdiction from the time of arrival in Huntsville until his connection is terminated by graduation or by any officially approved withdrawal.

The record of each student is reviewed periodically, and his continuation in college is based upon his attitudes and general conduct, as well as his scholastic attainments.

Oakwood College considers the offenses below listed as very serious and may be cause for dismissal or serious disciplinary action on the first offense.

1. Gambling, betting, or the use of cards, dice, or other gambling devices.

2. Possessing or using alcoholic beverages, tobacco and drugs in any form.

3. Insubordination, falsifying, dishonesty in examinations or other classwork, assisting others in such dishonesty, or theft of any kind.

4. Possessing or using firearms, firecrackers, or explosives of any kind or any knives considered lethal weapons by law.

5. Using profane language, indulging in lewd conduct, or possessing demoralizing and obscene literature or pictures.

6. Disseminating atheistic ideas or undermining the religious ideals of the institution.

7. Dancing or attending dances, the theatre, or motion picture houses.

8. Entering or leaving the residence halls by the fire escapes or by any means other than the regular entrances, except in case of fire or fire drill. This would also apply to leaving and entering at un-authorized times.

9. Setting off fire alarm or tampering with fire bells.

10. Staying out of the residence halls for the night or any part of the night without permission.

11. Being continuously delinquent in attendance at religious services, residence hall worships, classes, and school appointments or failure to meet scholastic requirements.

12. Persistent violation of residence hall regulations.

13. Marriage during school year or during interim periods.

Since no student who makes a practice of indulging in any of the practices listed above would knowingly be accepted at Oakwood College, the first offense may result in dismissal from the school.

A student whose progress or conduct is unsatisfactory or whose influence is detrimental may be asked to withdraw at any time.

Any student dismissed from school withdraws immediately from the campus and may be subjected to charges of trespassing should he return without permission from the Administration.

RESIDENCE HALLS

All unmarried students are required to live in one of the College residence halls and to board in the College cafeteria, unless they live with their parents or with other close relatives in the immediate community. Under special circumstances, however, sophomores and upper division students with superior college records may make application to the Administrative Council for permission to live off the campus in an officially approved home. Such applications will be acted on only at the beginning of a quarter. Failure to secure official approval to reside in the community or to withdraw from a College residence hall will invalidate the registration of the student. Students who have received approval for off-campus living may be called into the College residence halls at any time.

Dormitory Supervision: Each dormitory is under the direction of a Home Dean. The Home Deans have general supervision of the well-being of the students under their charge.

APARTMENTS

The College owns thirty units of one- and two-bedroom apartments which are available for married students. These apartments rent for reasonable amounts. There are also approved apartments in the community, furnished and unfurnished, in which married students may live after obtaining permission from the Student Affairs Committee. For information write the Director of Student Finance.

What to Bring: Every student who rooms in the school home should bring his own bedding—four sheets, four pillowcases, a pillow, two bedspreads, and blankets or comforters—also towels, dres-

ser scarfs, cover for study table, laundry bag, curtains, rugs, pictures, and other furnishings he may want to make his room pleasant and homelike.

A maximum of 150 watts of electric light is permitted in each room. No cooking or use of electric appliances of any kind is permitted in the student's room under any circumstances.

Leave of Absence: Permission for an ordinary leave of absence from the campus may be obtained from the appropriate Home Dean. Approval must also be obtained from the work superintendent. When a leave of absence involves absence from a class, permission must be obtained from the Dean of Student Affairs. When the leave of absence takes a student farther than the city of Huntsville, it must be approved by the Dean of Student Affairs. A written request from the parent or guardian is expected. In every case, working students must secure the approval of their work superintendent before presenting their requests to their respective deans.

Sponsors: All group and organizational activities are to be sponsored by a member of the faculty. No unauthorized and unsponsored group activity will be permitted.

Attendance at Religious Services: Oakwood College is emphatically a Christian college. Attendance at chapel, Friday evening vespers, Sabbath School, and Sabbath morning church service is required.

Use of Vehicles: Since the ownership and the use of an automobile frequently militate against success in college, students are not encouraged to bring automobiles with them to the College unless absolutely necessary. Freshmen are not permitted to bring automobiles to the College, or to the vicinity, or to operate automobiles owned by other individuals.

A student with upperclass standing (minimum of 96 crs.) is required to have earned a minimal cumulative GPA of 2.00 and to maintain a 2.00 GPA based on the previous quarter's work in order to possess or operate an automobile. A student above the freshman level but below the upperclass level is required to have a minimal cumulative GPA of 2.25 in order to possess or operate an automobile.

All students, whether living in the residence halls or in the community, who own or operate any type of motor vehicle (car, motorcycle, scooter, etc.) must register these within twenty-four hours after arrival at the College. Drivers must, of course, have a valid operator's license. Furthermore, it is required that all operators of motor vehicles carry public liability and property damage insurance and that they can show evidence of this insurance at the time of registration and whenever requested.

Failure to comply with these regulations makes the student liable to a penalty of $25. Regulations governing the use of auto-

mobiles by students are published in the *Shadow of the Oaks;* students are expected to become familiar with these regulations, since failure to comply with them may result in disciplinary action.

Marriage: Students marrying during the school year are asked to withdraw. Announcements of engagements or wedding invitations are not to be sent out earlier than two weeks before the close of the school year.

Announced Regulations: Any regulations adopted by the faculty and announced to the students will have the same force as those published in the *Bulletin* or the student handbook, *Shadow of the Oaks.*

Student Handbook: In every community there are laws. The rules and regulations governing life at Oakwood College are presented in the student handbook, which every student should obtain and read before registration. Familiarity with the requirements set forth in this book will make life at Oakwood College more interesting and more enjoyable.

Orientation: To help new students of the College to make adequate personal adjustment to college life, an orientation program has been developed. During "Freshman Week" special tests are administered. Campus tours, physical examinations, and opportunities to meet the faculty members, student leaders, and to receive instruction regarding the objectives of the College are arranged.

Health Service: It is the purpose of the College to encourage the development of the physical powers as well as the mental and spiritual. The health service is under the direction of the instructor in Nursing Education. Every student is expected to have a physical examination by a competent physician and by a dentist prior to admittance to the College. Special forms for this examination will be mailed with the application blanks. The physical examination is the basis for a health rating. If there are conditions needing attention, the student is advised accordingly.

Parents or guardians of students who are seriously ill will be notified immediately.

In case of serious illness, arrangements may be made for the hospitalization of the student.

Student Employment: In the operation of its plant the College offers a limited amount of work to worthy students, and they are expected to give conscientious attention to the work assigned to them. The management will assign students to departments where work is available. Changes to other departments cannot be made merely upon request. When a student is assigned to a department, it is expected that he is to remain there for the entire school year. In some cases, exceptions to the foregoing are made by the management.

Should a student find it necessary to be absent from work, he must immediately make arrangements with his work superintendent. In case of illness, he will also inform the health service.

Students who must earn a large part of their college expenses will not be permitted to carry as much college work as those students who are able to devote all of their time to their studies. This is discussed more fully in the section dealing with student finance.

Convocations, the Lyceum Course: During the school year distinguished guest speakers address the student body at the chapel hour as well as conduct Religious Emphasis weeks. The College Lyceum Course brings to the campus each year several outstanding American artists, and in addition to this, many other programs of equal eminence are sponsored by the College.

Religious Life: At Oakwood, religion is the natural thing. The College church, the Sabbath School, the Missionary Volunteer Society, the Ministerial Seminar, the Colporteur Club, the dormitory worship hours, and the many prayer bands afford the students excellent opportunities for the development of self-expression, leadership, and initiative.

Social Activities: A wholesome program of social activities is planned by the Social Activities Committee composed of faculty and students. Social programs are sponsored during the year by clubs, classes, and organizations. The students also enjoy the social and cultural life of the faculty members' homes.

Extracurricular Activities Participation: In order to ensure satisfactory scholarship, the extent to which students may participate in extracurricular activities is subject to regulation.

The recreational activities of the College are designed to serve the wide variety of leisure-time interests of the students. The College does not engage in off-campus or intercollegiate athletics.

Intramural Sports: The College sponsors a program of intramural sports in connection with the physical education activities. Participation in the intramural sports program is open to students whose grade-point average was C or better the preceding quarter.

ADMISSION STANDARDS

ADMISSION PROCEDURE

The educational facilities of Oakwood College are available to young men and women of good moral character who are graduates of accredited schools and who, in the judgment of the Admissions Committee, are able to do college work.

Students who wish to enter Oakwood College should write to the Director of Admissions for the application blanks. The application forms should be filled out and returned to the Director of Admissions.

Oakwood College welcomes applications from young people regardless of race, religion, or national origin whose principles and interests are in harmony with the ideals and traditions of the college as expressed in its objectives and policies. To qualify, applicants must give evidence of Christian character, intelligence, health, and a will to pursue the program outlined in this bulletin and the student handbook. Although religious affiliation is not a requirement for admission, all students are expected to live by the policies and standards of the College as a church-related institution. Only those who by their conduct and attitudes respect the total program may have the privilege of student citizenship on the Oakwood College campus.

PREPARATION FOR FRESHMAN STANDING

An applicant for admission as a freshman must submit evidence of graduation or completion of a minimum of eighteen units from an approved secondary school and participation in the American College Testing Program (ACT). To be considered for admission, the student must also have a composite average of at least "C" in the total secondary school courses taken in English, mathematics, science, social science, and foreign language and a composite raw score of 10 or more on the ACT.

Applicants not meeting the requirements for regular admission will be given individual consideration and may be admitted under either of the following schedules:

a. A summer school in which a minimum of 8 quarter hours will be required as designated by the college and selected from English, social science, mathematics, science, or foreign language. Students achieving a composite average of at least "C" on all courses attempted may then enroll for the fall quarter, subject to the published regulations of the college.

b. A fall quarter in which a minimum of 12 quarter hours will be required including four hours in Freshman English, four additional hours selected from social science, mathe-

matics, science, or foreign language, and four hours which the student may elect. Admission will be for a one-quarter probational period. Students achieving a composite average of at least "C" at the end of the quarter will be permitted to register for the second quarter. Those who do not reach this academic level will not be permitted to register for the second quarter unless the first quarter grades indicate marked improvement.

While the College does not recommend specific subjects for admission, the following minimum preparation, with quality performance in evidence is required:

A minimum of three units of English as a preparation to reading, writing, and speaking the English language effectively and accurately.

Two or more units of mathematics including algebra—algebra and geometry preferred.

For those wishing to major in chemistry, mathematics, or physics, or take professional work in engineering, medicine and certain other pre-professional courses, the second unit must be either algebra or geometry. Students wanting to take the above curricula are advised to include as much mathematics as possible in the secondary program.

Two units of science—laboratory experience required in at least one unit.

The two units must be selected from biology, chemistry, or physics for those wishing to major in science, mathematics, or nursing, or take pre-professional work in engineering, medicine, dentistry or other medical arts curricula.

Two units of social studies—should include U. S. History.

Two units of one foreign language, and a course in typing are strongly recommended.

Students admitted with fewer than three units of religion and two units of one foreign language will be required to complete additional courses in these areas beyond the general education requirements for the baccalaureate degrees. (An exception to the policy involving foreign language study may be noted in certain curricula leading to the Bachelor of Science degree.)

Other deficiencies revealed by the transcript or entrance examinations will be given individual attention. Make-up work involving remedial non-credit courses and college level courses intended to satisfy secondary unit deficiencies, will be assigned as part of the academic program during the freshman year. In general, six to eight quarter hours of college course work taken in the area deficiency will be required to satisfy one unit of deficiency.

ADMISSION OF TRANSFER STUDENTS

Students wishing to transfer to Oakwood College from another college or university must follow the same application procedure as other students. Transfer credits may be applied toward the requirements for a degree when the student will have satisfactorily completed a minimum of twelve quarter hours in residence. A maximum of ninety-six quarter hours may be accepted from a junior college. Background deficiencies revealed by transcripts and entrance examinations will be given individual attention.

ADMISSION BY EXAMINATION

Students who are 21 years of age or older and who are unable to provide evidence of having completed the requirements for secondary school graduation are encouraged to seek admission if personal qualifications for success in college are in evidence. The results of college entrance examinations as advised by the College and the educational background of the applicant will be considered necessary criteria for admission.

ADMISSION OF SPECIAL STUDENTS

Mature individuals who do not meet the above college admission requirements and who do not wish to become degree candidates, or otherwise-qualified students who may desire limited credit for transfer to another institution of higher learning may register as special students.

PROVISIONAL ADMISSION

A student who has not had algebra and another unit of mathematics in the secondary school may be admitted, provided he removes his deficiency by the end of the college freshman year. Geometry is required of students who plan to take courses in the fields of science, mathematics, dietetics, and medicine.

Entrance requirements may be modified, in special cases, for admission to one- and two-year terminal courses.

Removal of deficiencies: Students who have college entrance deficiencies at the time of admission are expected to plan at the time of first registration for the removal of such deficiencies.

Students entering with a scholarship deficiency must have their program of studies approved by the Dean of the College. They will not, ordinarily, be permitted to take full school work until they have demonstrated their ability to carry college courses.

ADMISSION TO ADVANCED STANDING

A candidate possessing satisfactory records at other accredited colleges may be considered for admission provided the college in question forwards to the Registrar an official transcript and a statement of honorable dismissal. The student must also satisfy the entrance requirements of Oakwood College.

A student transferring from another college will be given credit only for work completed with grades of "C" or above.

No student enrolling in Oakwood College with advanced standing will be given a degree if he has done less than twelve quarter hours of class work during each of three consecutive quarters in residence at Oakwood College.

HEALTH RECORD

The Physical Examination Record and the Dental Examination Record are required of all new students prior to their admission to the College. These forms must be completed by a competent physician and a competent dentist. They are included in the application booklet obtainable from the Admissions Office.

ALL NEW STUDENTS ARE REQUIRED TO SUBMIT EVIDENCE OF A RECENT PHYSICAL EXAMINATION BEFORE ADMISSION.

The College is not responsible for injuries received by students on or off the campus but will render prompt emergency first aid and treatment or assistance.

APPLICATION PROCEDURE FOR ADMISSION

Request application forms from the Office of Admissions and Records. Return the completed application to the Office of Admissions and Records with the application fee of $5, which is not refundable. After July 31, the application fee is $10.

Transcripts of credits and other documents must be obtained by the applicant and forwarded to the Office of Admissions in support of an application. These will become the property of the College. To permit a more effective program of counseling for admission, applicants must submit scores from the American College Testing Program (ACT). Test scores are valuable in determining ability to pursue a college program, and in discovering areas in which the student may be deficient.

Upon receipt of the application, transcripts of credits, recommendations and test scores, the Director of Admissions will notify the applicant of the action taken.

WHEN TO APPLY OR REAPPLY

New students are urged to submit applications not later than the last term of the senior year of high school. Applications submitted at the beginning of the senior year will sometimes enable the College to suggest ways of strengthening the student's preparation. Because of the difficulty sometimes encountered during the summer months in obtaining necessary transcripts, test scores, and recommendations, more time will be necessary for processing late applications.

Students in residence may submit re-applications without charge until April 30. Thereafter the regular application fee of $5 will be required until July 31, after which the fee becomes $10.

ADMISSION OF VETERANS

The College is approved as an institution qualified to offer education to veterans under the provisions of The Veterans Readjustment Act of 1966.

Admission to full freshman standing is possible for those veterans who, failing to meet the entrance requirements in the regular ways, may qualify on the following points:

1. The candidate must have completed two years of secondary school work or its equivalent.

2. The candidate must take the General Educational Development test, making a total score of 225, a minimum of 45 on any one test.

If the candidate falls below a score of 45 in any one field, he must register for at least 1 unit of work on the secondary level in that field. These steps must be taken prior to entrance into college. In addition to the ACT, the candidate is given the ACE Psychological Examination and the Cooperative English test. If satisfactory scores are achieved on this battery of tests, the applicant may be admitted to freshman standing.

Veterans who are eligible to obtain High School Equivalency certificates from a state in which they reside aré urged to do so.

In general, a veteran should secure his Certificate for Education and Training from his regional office before coming to college. If the veteran has failed to get his certificate and cannot do so in time to get his authorization before the opening date of school, he may file his application through the College Counselling Service. Records of Educational Achievement while in the Armed Services (Form 100) should be submitted to the Records Office for evaluation.

ADMISSION OF FOREIGN STUDENTS

In addition to the normal entrance requirements, foreign students must satisfy the Admissions Committee that they have (1) an adequate command of the English language and (2) satisfactory financial resources for at least one year.

No foreign student should leave his country with the intention of enrolling at the college until he has received in writing from the Director of Admissions an official notification of acceptance.

If it is discovered after admitting the student, that he does not show adequate proficiency in oral and written English, he will be enrolled in the non-credit course, "English for Foreign Students," during his first quarter.

Foreign students who wish transfer credit from institutions outside the United States will have their transcripts evaluated in harmony with the accepted manuals used by accredited institutions of the United States.

WITHDRAWAL PROCEDURE

When a student decides to discontinue his course of study, he should complete a Change of Program voucher, which may be secured from the Records Office. Other regulations in this respect are listed under the caption "Change of Program," and under the caption "Refunds." In addition, dormitory students should leave a Dormitory Departure card, properly completed, with the Dean of the home. These cards serve as a basis for issuing credit on accounting records.

Students accepted on the Work Scholarship Plan should make arrangements for changes in their original contract with the head of the Department and also with the Director of Student Finance.

ACADEMIC POLICIES

ADMISSION TO ADVANCED PLACEMENT FOR FRESHMEN

Oakwood College will consider requests for advanced placement of freshmen from any secondary school graduate who believes that he qualifies for such status. Final decisions on all awards of credit, or advanced placement, are made by the Academic Policies Committee on the merits of each individual case. Petition should be made to the Dean of the College for recommendation to the committee.

To be considered eligible for advanced placement the student should have:

1. A grade-point average of at least 3.0 on the four-point scale in secondary courses other than art, music, physical education, driver training, and vocational courses.
2. A satisfactory score on the Advanced Placement Examinations of the Educational Testing Service in the areas of the courses taken.
3. Satisfied the English department as to his ability to write and speak the English language.

Areas in which courses may be taken are: American history, biology, chemistry, European history, French, German, Spanish, literature, English composition, mathematics, and physics.

Such credit is evaluated in terms of degree requirements on the same basis as transfer credit.

Students in high schools who plan to attend Oakwood College and who demonstrate proficiency in a field of study by having passed one or more of the Advanced Placement examinations will be given credit for college courses where proficiency has been ascertained.

Each academic department of the College recognizes the placement value of these examinations and has designated the specific courses which may be credited to the student's record, when a student presents evidence of having passed the examination.

ADMISSION TO ADVANCED STANDING

Transfer from Accredited Institutions. Students who have attended other accredited institutions of collegiate rank, provided they have satisfied the entrance requirements of that college, may receive credit without examination for work completed in such institution upon presentation of a transcript of record and a certificate of honorable dismissal, *except that students transferring from junior colleges may not receive credit for more than 96 quarter hours of work completed.* Such students will be accepted uncondi-

tionally if the average is C or above. If the average is less than C, such students, if accepted, will be considered on probation under the conditions defined for "Students on Probation."

Transfer from Unaccredited Colleges. Such students having a grade point average of at least C may be accepted on a probationary basis, in which case their previous credit will be validated only after the successful completion of a quarter's work of at least 12 hours at Oakwood College.

Credit from unaccredited colleges, including correspondence schools, may be accepted on the following conditions:

1. The credit must be C or above.
2. Such credit will be accepted only after the successful completion of at least a quarter in residence with a minimum load of 12 hours.
3. Validating examinations may be required for such credits at the discretion of the Dean of the College.

ADMISSION TO THE UPPER DIVISION

One must have completed not less than 75 quarter hours with twice the number of quality points before being admitted to an upper division course. These 75 quarter hours must include freshman English and freshman physical education.

A student entering his third year of college work who lacks any of the prescribed courses of the lower division, which are preliminary to upper division work for a degree, must first register for such prescribed courses of the lower division and then complete his program from the upper division.

A student falling below a 2.0 cumulative average after being admitted to the upper division will be restricted to registration in lower division courses until his average is again 2.0.

Students enrolling for required courses numbered below 300 in their senior year will receive only two-thirds credit to apply towards graduation, but specific course requirements may be met thereby.

Credit may not be earned in a course after a more advanced course has been taken in the same field.

A student who has completed a two-year curriculum and later becomes a candidate for a degree must fulfill all the requirements for that degree, including entrance to upper division, requirements of the upper division, residence, and quality points.

COURSE LOAD

A credit usually represents one class meeting a week or three hours of laboratory work a week for the duration of the quarter. Thus, a four-credit class would meet four times each week. For each "quarter credit" of school work earned a student is expected

to spend two clock hours a week in outside preparation or three hours a week in supervised study or laboratory work.

STUDY LOAD

The normal load is 16 credits per quarter. Sophomores, juniors and seniors may register for 18 credits if their grade-point average for the previous quarter was 3.00 (B).

Students living in college residence halls may not register for less than 10 quarter hours without permission of the Academic Dean. Students are not permitted to add to their load by giving or receiving instruction away from the College, or registering for correspondence work, without permission of the Academic Standards Committee.

In general, 16 quarter credits are considered a full study load. Therefore, students who have to work should reduce their study load accordingly. The following is recommended:

Hours of Employment	Study Load
1-14 hours per week	12-16 credits
15-20	10-14 "
20-24	8-12 "

The following study loads will satisfy the authorities indicated.

1. Immigration Authorities	12 quarter credits
2. Selective Service	15 " "
3. Veterans	14 " "

CLASSIFICATION OF STUDENTS

Students are classified by the Director of Admissions and Records at the beginning of the school year. Student classes are organized early in the fall quarter according to the following levels of academic achievement:

Regular Students. Students who have completed all of the entrance requirements, who have definitely enrolled in a degree program, and whose records indicate that they have completed by the beginning of the fall quarter the hour requirements noted below. A student who may meet the hour requirement, but whose cumulative G.P.A. is below 2.00 will be listed in the next lower class until his cumulative G.P.A. is raised to 2.00 or better.

Freshman: A beginning first-year student.

Second-year Freshman: A second-year student who has completed less than 45 quarter hours of credit.

Sophomore: A student who has completed at least 45 and not more than 89 quarter hours of credit.

Junior: A student who has completed at least 90 and not more than 134 quarter hours of credit.

Senior: A student who has completed 135 quarter hours of credit.

Postgraduate Student: A student who has completed a baccalaureate degree and is registered for work which cannot apply toward an advanced degree.

Special Students. Students who have not completed the entrance requirements and are not eligible to enroll in a degree program.

REGISTRATION

Students are expected to register on the registration date as announced in the *Bulletin.* A registration envelope with full information on procedures will be issued at the Records Office to the student formally accepted. Freshmen and transfer students are required to participate in the orientation activities.

REGISTRATION PROCEDURE

When a student who plans to live on the campus in one of the College residence halls receives the notification of his acceptance, he should at once mail the room deposit. At registration, this deposit is applied on the student's account. (See Student Finance.)

The college year is divided into three quarters and a summer quarter. All students, both old and new, are expected to register at the beginning of each quarter at the time designated by the College.

When registering, a student should keep in mind that a normal load for a college student is sixteen quarter hours. A student presenting a "B" average for the preceding quarter may register for eighteen quarter hours. He may not take more than eighteen hours without the consent of the Academic Policies Committee.

LATE REGISTRATION

Permission to register late must be obtained from the Academic Dean. Students failing to register during the scheduled registration periods will be assessed a late registration fee of ten dollars the first day and one dollar for each additional day. Ordinarily no student will be allowed to register after the designated registration days have passed. Class work missed because of late registration must be made up to the teacher's satisfaction.

Permission to register late should ordinarily be obtained before registration day. In any case the Dean must be presented satisfactory evidence to indicate that it was not possible for the student to register on the designated date.

REGISTRATION AND PROGRAM CHANGES

No student is considered to be officially enrolled in a course or dropped from a course until the change has been approved by the Adviser, the Registrar, and the Dean of Academic Affairs.

This applies to all courses including those taken on an audit basis.

A student should be very careful in his registration procedure to be sure that he registers for the courses that he needs and that he should take. A student may change the program of studies for which he has registered upon the approval of the Academic Adviser, the Registrar, and the Dean. A charge of five dollars ($5.00) will be made for each such change except when made necessary by cancellation of scheduled classes or an officially approved change of schedule time which makes it impossible for the student to take the course because of a conflict with another course for which he is registered or because of a conflict with previously assigned work-study responsibilities essential for self-support.

WITHDRAWALS

Students withdrawing from college or individual courses must file an official drop voucher with the Records Office. Failure to do so will result in the recording of unsatisfactory withdrawal (WF) on the student's permanent record. During the first seven weeks of any quarter the student may withdraw from a course and receive a WP or a WF, depending on the quality of work being done by the student. Withdrawals after this time will result in the recording of a WF unless exception is granted by the Academic Dean. Withdrawals must be approved by the adviser and instructor involved and are not permitted during the last two weeks of a quarter. Vouchers become effective as of the date on which they are returned to the Registrar's Office.

EXAMINATIONS

All students must take the final examination in each course at the time listed in the official time schedule or no credit will be granted for the course. Exceptions may be made only by the Academic Dean.

Special Examinations. Under unavoidable circumstances, such as verified illness of the student, examinations may be made up after a permit has been secured from the Academic Dean and arrangements have been made with the instructor. A fee of $5.00 will be charged for each special examination.

Examination for Credit or Waiver. Students who present satisfactory evidence of having a competency in an area covered by a required course may apply to the Academic Policies Committee for permission to sit for a comprehensive examination in the area. After being given approval by the Committee and having paid $25.00 as an examination fee (non-refundable) the student will be administered the examination. If he earns a satisfactory score on the examination the required course may be waived and he will be allowed to substitute some other course in its place.

Hour credit toward graduation cannot be earned by this examination.

If the student can present satisfactory evidence of a background of formal study in any area of the curriculum he may be permitted by the Academic Policies Committee to sit for a comprehensive examination covering the requirements for any such course and receive hour credit toward graduation. Upon approval of the Committee, the student will pay to the Business office the full tuition for the number of hours credit offered by the course. This fee is not refundable. The grade earned on the examination will be recorded.

COURSE EXEMPTION

A student may be granted exemption from certain required courses provided he fulfills one or the other of the two following requirements:

1. Presentation of credit in courses substantially equivalent in purpose, scope, context, and credit value to the required course from which exemption is requested.
2. Successful passing of a competence examination administered by the department concerned.

The granting of exemption does not involve the bestowal of credit, neither does it reduce the total number of hours to be earned for a degree. Its only effect is to increase the number of elective hours which the student may offer as part of his degree program.

COMPREHENSIVE EXAMINATIONS

Each candidate for a degree is required to take a comprehensive examination at the scheduled dates in his final year. The examination will consist of a general test and a test in the special field of the candidate's major. The student will also be tested in his ability to use the English language correctly. In order to qualify for graduation the student must make an acceptable score in these tests. In the event the results are not satisfactory, the student will be asked to do remedial work during the following quarter or during the summer quarter.

GRADES AND REPORTS

Grade reports are issued to the student and to the parents or guardians at the end of each quarter provided the student's account is in order.

GRADING SYSTEM

Only quarter grades are recorded on the student's permanent record in the college. The following system of grading and grade point values is used.

Grade		*Grade Points Per Hour*
A, A−	(superior)	4
B+, B, B−	(above average)	3
C+, C, C−	(average)	2
D+, D, D−	(below average)	1
F, FA	(failure, failure due to absences)	0
I	(incomplete)	0
WP	(withdrew passing)	0
WF	(withdrew failing)	0
AU	(audit)	0
NC	(noncredit)	0

GRADE-POINT AVERAGE

The grade-point average (GPA) for the quarter is computed by totaling the grade points earned in all courses attempted and dividing by the total hours attempted. Credits for which an F or WF are received are included in calculating the grade-point average. The symbols WP, AU and NC are disregarded in computing the grade-point average. Incompletes are treated as F's until they are removed and a grade is recorded.

DEAN'S LIST

Students with a minimum grade point average of 3.5, who carry a minimum of 15 quarter hours with no grade below a B, and no incompletes, are eligible for membership on the dean's list.

INCOMPLETE WORK

I—indicates that a student's work is incomplete for the quarter because of illness or other unavoidable circumstances. An "I" will not be recorded for course work which is below passing, or for the inability of the student to submit required work as scheduled because of negligence. "I" may be given by the instructor, subject to approval by the Dean of the college. Without the Dean's endorsement the grade "I" may not be accepted by the Registrar. When an "I" is received, it may be removed upon completion of the work specified by the instructor and the reporting of the final grade to the Registrar within the first six weeks of the next quarter. Students whose make-up work is of such a nature that it may require additional time, may, with approval of the instructor, request advance permission from the Academic Standards Committee for an extension of time. The time limit is effective even though the student is not enrolled the following quarter. The Incomplete becomes a failure if not removed within the prescribed time. All incompletes should be removed before a student leaves campus on organizational tours (band, choir, etc.) involving school time.

ACADEMIC WARNING, PROBATION, AND DISMISSAL

A cumulative grade-point average of 2.0 or above is required for successful completion of college work. When a student's average falls below 2.0 he should understand that in subsequent quarters he must make above 2.0 (B and possibly A grades) in order to compensate for the lower grades.

WARNING is a status assigned any student who enters the College from the lower third of his high school graduating class. A first quarter student who ranks above the 33rd percentile on the American College Test may have his warning status removed. After one quarter in the College, a student is on warning if his grades are below 2.0 but at or above the minimum cumulative averages required by the College.

The minimum required cumulative grade-point averages are:

1.5 at the end of the 1st quarter
1.6 at the end of the 2nd quarter
1.7 at the end of the 3rd quarter
1.8 at the end of the 4th quarter
1.9 at the end of the 5th quarter
2.0 at the end of the 6th quarter and thereafter.

Any student, depending on his progress and performance, whose cumulative average falls below the required minimum is placed on probation or dismissed.

If a student is continued for a quarter on probation and his cumulative average falls short of the minimum requirement but is great enough to indicate that a similar improvement for an additional quarter would meet the minimum requirement, he may be continued on probation for an additional quarter. The amount of increase thus required is determined by adding the difference between the two latest cumulative averages to the latest cumulative average. If this projected average meets the minimum requirement at the end of an additional quarter the probation may be continued an additional quarter. Probation must be cleared in one year (three quarters) however or the student is dismissed. Students will be removed from probation when they have the required cumulative average for their classification.

A student on probation is denied permission to participate in any public event sponsored by the College; he must not represent the College in any official capacity nor hold office in any student organization.

Each student on warning or probation should contact the office of the Academic Dean to begin following a special program which requires:

1. Self-analysis and seeking the causes of low grades
2. Setting forth a plan of remedial measures

3. Making use of the counseling services of the College
4. Keeping a record of progress, grades, etc., and
5. Following special instructions from his adviser, his teachers, and the Dean.

REPEATED COURSES

Occasionally students express an interest in repeating a course if the earned grade cannot apply toward graduation or for other reasons.

A student may repeat a course in which he has a grade of "C" only by permission of the Chairman of the Division who will state the reasons therefore.

A student who has earned a grade of "D" in a major, minor, cognate, or in other required courses may on the advice of his major professor, repeat the course or take another course in the same area, if it is recommended. In either case, the professor expresses his desire in writing.

The student who repeats a course is required to register in the regular way, repeat all the work of the course, including laboratory requirements and other required activities.

If a student repeats a course, he may receive whatever grade he earns, but he may not repeat the course for credit more than once.

Each time a course is taken the student's record will show the hours for which he registered and the grade points earned.

Through the summer quarter, 1969, grade-point averages are computed on the basis of the total number of hours attempted. Beginning with the Fall quarter, 1969, when a student is granted permission to repeat a course in which a failing grade has previously been recorded, his GPA will be computed on the basis of the grade earned during the quarter in which he repeated the course. However, both grades will appear on his transcript.

A course may not be repeated for credit by correspondence study.

AUDITING COURSES

Students may audit courses only by permission of the Dean of the College and the instructor concerned.

Those who are interested in such courses should register at the time of the regular registration.

No credit is given for a course audited.

The tuition charged is one half the regular charge for credit.

Laboratory courses may not be audited.

A course started on the auditing basis cannot be changed to a credit basis after the first week of the course.

PRIVATE LESSONS AND CORRESPONDENCE

No student shall receive private lessons or take work by correspondence or enroll in another institution of higher learning while registered at Oakwood College without permission from the Academic Policies Committee.

CORRESPONDENCE AND EXTENSION WORK

Oakwood College recognizes and accepts credit for courses taken with the Home Study Institute, which is the Extension Division of the Associated Colleges of Seventh-day Adventists.

A maximum of 18 quarter hours (12 semester hours) of correspondence work or extension work credit may apply toward a baccalaureate degree program and twelve hours toward a two-year terminal program.

Ordinarily a student will be permitted to carry correspondence or extension work while in residence only if the required course is not obtainable at the college.

It is not recommended that seniors do any correspondence work. In cases where this is an absolute necessity, the official transcript for the work completed must be in the Records Office before March 31. Seniors will not be permitted to register for correspondence work during the last two quarters of their senior year.

All correspondence work, whether taken while in residence or during the summer, MUST BE APPROVED IN ADVANCE by the Academic Standards Committee. Appropriate forms may be obtained from the Records Office.

Correspondence credits may not apply on the upper biennium requirements of the major or minor. A minimum grade of "B" must be earned on lower biennium requirements for a major. Correspondence credit with a "D" grade is unacceptable. A course taken in residence in which the student earned a "D" or an "F" may not be repeated by correspondence. No correspondence credit will be entered upon the student's record until he has earned a minimum of 16 hours in residence with an average of at least "C."

In no case may more than 18 hours of combined residence work and correspondence work be carried in a quarter—and then only by vote of the Academic Policies Committee.

TRANSCRIPTS

All students whose accounts are in order are entitled to a transcript of credits. The first transcript will be issued without cost; all additional transcripts are issued upon payment of $1.00 per transcript. Transcripts are issued only if the student's account is paid in full.

ATTENDANCE REGULATIONS

Regular and prompt attendance at all classes, chapel exercises, worships, and work assignments is expected of all students. Lack of attendance, therefore, implies lack of co-operation with the requirements of the College.

CLASS ABSENCES

Attendance with punctuality is required at all classes and laboratory appointments. No class skips will be allowed. Absences due to serious illness and unavoidable emergencies must not exceed the number of credit hours of the course per quarter. Failure to comply with the attendance and punctuality regulations of Oakwood College will automatically incur the grade of "FA" by the student. To clarify doubt and possible errors in the attendance records of the teacher concerned the student may request the Dean of Academic Affairs to review the case with the teacher and student involved.

Regular daily or weekly class assignments that are not turned in because of unavoidable emergencies, serious illness, or school trips authorized by the administration or the Academic Policies Committee must be turned in to the teacher according to his requirement. Failure to do this will affect the student's GPA. The student, however, must make arrangements with the teacher for every anticipated school trip or other authorized leave at least 48 hours before the beginning of such anticipated schedules. All make-up work, involving final examinations and other class requirements must be made up within seven (7) days after the absence is incurred.

Three tardinesses equal one absence. Unless the instructor announces otherwise, a tardiness of more than ten minutes will be considered an absence.

Absences immediately preceding or following a vacation, school picnic, field day, or from the first class appointment of the quarter by one in residence carry a double penalty. Three tardinesses are equivalent to one absence. A student will be charged $2.00 for each such class absence before and after the official beginning and end of a vacation period in addition to receiving double absences for such absenteeism. Leaves of absence from the campus do not excuse the student from classes or relieve the student of the required classwork.

ASSEMBLY ABSENCES

A student is allowed two unexcused absences from assembly without penalty during a quarter. The third unexcused absence necessitates the payment in cash of $2.00, which cancels only one absence, leaving two unexcused. A student who is absent from

assembly should turn the excuse in to the Records Office by the next assembly period.

Any absence from classes or Assembly caused by suspension for any reason will be considered as a regular absence and dealt with accordingly.

Excuses for absences from Assembly must be submitted to the Registrar's Office before the next Assembly or they will be automatically considered as unexcused.

ATTENDANCE AT RELIGIOUS SERVICES

Seventh-day Adventists believe that the influence of religious services is an important factor in attaining Christian character. Therefore, attendance at worship services in the dormitories and at all Friday evening, Sabbath School, and church services is required of the students.

ERRORS AND CORRECTIONS

Grade cards are issued at the close of each quarter. Upon the receipt of a grade card, the student should carefully check it for correctness as to the courses recorded, credits, and grades. Any corrections needed must be taken care of within one week. No change will be made in the permanent record after two weeks from the issue of the grade card.

HONORS

Honor Roll. Students with a grade-point average of 3.50 or above, who are registered for at least 15 credits, are listed on the official honor roll issued each quarter.

Honors Convocation. To give formal and public recognition for outstanding scholastic achievement, loyalty to College standards, and exemplary citizenship, the College conducts an annual Honors Convocation. To be eligible for participation the student must have a cumulative grade point average of not less than 3.25.

GRADUATION WITH DISTINCTION

Students are graduated with honors under the following conditions:

With Distinction. A student must have a grade point average of 3.0.

With High Distinction. A student must have a grade point average of 3.3.

With Highest Distinction. A student must have a grade point average of 3.6, or above.

PROFICIENCY EXAMINATIONS

During their Junior year, students are required to take a proficiency test in spoken and written English. If a student fails

to pass the test, he is encouraged to do extra work in an English course in order that he may pass a later test. Such course work will be considered part of the student's normal load of 16 hours. Students must pass this examination before they will be permitted to graduate from Oakwood College.

GRADUATE RECORD EXAMINATION

All graduating seniors are required to take both the aptitude and advanced sections of the Graduate Record Examination, except majors in Theology, Secretarial Science, and Home Economics, who will be expected to take the aptitude section and also a comprehensive examination set by the department head.

THE COOPERATIVE EDUCATION PROGRAM

In order to promote, encourage, and improve the training of our students, and in order to provide maximum service to industry and the young men and women of this country, Oakwood College offers by the Cooperative Plan of Education courses leading to the Bachelor of Arts or Bachelor of Science degree in a number of areas.

The Cooperative Education Program is a five-year, study work plan in which the student alternates periods of full time residence study with full time industrial employment. The program will (1) provide practical experience which will relate academic studies to industrial requirements, (2) give the student a better understanding of the value of human relations in industry, (3) encourage excellence of achievement in academic studies and (4) assist financially in educational expenses.

Students in this program will be paired, and their work study schedule is arranged so that one student in the pair is working while the other is attending classes. Thus students alternate work and study quarter by quarter. During the work periods they are paid going wages by the industry which employs them. During the study term they are expected to carry a minimum of 12 hours of class work.

Admission Requirements

A beginning student desiring to earn a degree under the Cooperative Education Plan must first enroll as a regular student in the College. During his first two quarters in residence, he must qualify for the program by demonstrating his ability and willingness to achieve academic standing high enough to justify his selection as a representative of the College in industry.

Employment of Students

The College assumes the responsibility of placing qualified students in the positions available for the purpose of providing the best education possible. It is impossible, however, for the College to guarantee employment for all cooperative education students.

If the present trend in industry and business continues, there seems little doubt that all qualified students can be placed on suitable work assignments.

In many cases, it will be desirable for the student to accept permanent employment with the industry with which he has been associated during his co-op program. However, there is no obligation on the part of industry to offer permanent employment, nor is there any obligation on the part of the student to accept permanent employment.

For further information, write to the Director of the Cooperative Program, Oakwood College, Huntsville, Alabama, 35806.

The application for participation in the Cooperative Education Program will be received as soon as the student is admitted to the College. Final acceptance will depend on the academic ratings for the entire freshman year. Applications will also be accepted from students with sophomore standing who will not achieve junior standing prior to entering the first work period.

Students who have transferred from other colleges and universities may apply for admission to the Co-op Program during the early part of their first quarter in residence at the Oakwood campus, provided they will complete not more than one hundred five (105) hours of credit toward a degree during that same quarter.

Co-op students from other colleges and universities who are in good standing with the cooperating industry and the former college or university may be permitted to continue in the co-op program.

Generally speaking, the courses for the second year must be completed before a student is finally accepted and assigned to his first work period.

Cooperative Education students must pay the regular registration fee of $10 for each co-op period worked. They also pay the student activity fee of $10 during their work periods in order to participate in regular school activities. Cooperative Education students continue their regular dormitory residence and are subject to all college regulations.

STANDARDS FOR GRADUATION, DEGREES, AND CERTIFICATES

DEGREES AND DIPLOMAS

Oakwood College is a member of the Association of Seventh-day Adventist Colleges and Secondary Schools, and is authorized by the State of Alabama to confer appropriate literary degrees and honors upon its graduates. The College grants the degree of Bachelor of Arts and Bachelor of Science and diplomas in a limited number of terminal courses.

The Bachelor of Arts degree is conferred upon students who meet the requirements for graduation from the Liberal Arts curriculum or the curriculum in Religion.

The Bachelor of Science degree is conferred upon students who meet the requirements for graduation from the following specialized curricula: accounting, business administration, elementary education, home economics, and secretarial science.

Students completing specific requirements for certain two year terminal courses are awarded diplomas as Associates in Arts or Science.

REQUIREMENTS FOR BACCALAUREATE DEGREES

Students meeting the following conditions are eligible for baccalaureate degrees:

Residence Requirement

1. A minimum of 12 quarter hours a quarter must be completed in residence during three consecutive quarters.
2. All students, including those who enter with advanced standing, must take in residence a minimum of 30 quarter hours at the upper division level, one-half of the upper division hours in the major requirement, and six hours of the upper division hours in the minor.
3. All three quarters of the senior year must be spent in residence.

General Requirements

1. A candidate for a degree must have a satisfactory academic record and be of good moral character. In addition, the candidate must possess personal attributes which indicate that he has potential for leadership in his community and will reflect credit upon Oakwood College. The College reserves the sole and final right to determine whether the candidate possesses such personal attributes.
2. The candidate must exhibit proficiency in the use of written and oral English. Any candidate who is reported to be de-

ficient in this area by any member of the faculty will not be recommended for a degree until such deficiency has been eliminated under the supervision of the English Department.

3. All incomplete grades must be removed, all transfers of credits made, and all correspondence courses completed by the middle of the quarter in which the student expects to receive his degree.
4. The candidate shall have met the entrance as well as the graduation requirements for the curriculum from which he wishes to be graduated.
5. A minimum of 192 quarter hours including 60 hours at the upper division level with a resident and cumulative grade-point average of 2.0 (C) or above is required.
6. The completion of a major field of departmental specialization with a minimum over-all grade-point average of 2.0 (C) and 2.5 in the upper division work. No course with a grade below "C" may apply toward the major and/or minor, but all work taken in these areas must be included in computing the grade-point average for the major and minor.
7. The completion of a minor field of departmental specialization with a minimum grade-point average of 2.0 (C).
8. Acceptable performance in the senior qualifying examinations as prescribed by the Committee on Academic Standards.
9. At the end of the sophomore year the candidate shall have selected a major field of specialization and with the approval of the major adviser a satisfactory related minor.
10. The outlined course requirements in the curriculum which the student chooses must be completed. Credit toward graduation is not given for partially completed courses.
11. Of the total 192 hours recommended for graduation from a Liberal Arts course, Oakwood College cannot allow more than 44 hours that carry a grade of "D".
12. The responsibility for meeting requirements for graduation rests primarily upon the student. He should acquaint himself with the requirements as outlined in the College *Bulletin*, and, with the aid of his advisor, he should plan his work so as to fulfill each one of the requirements.
13. Candidates for degrees are expected to be fully informed concerning degree requirements and are responsible for their fulfillment. A student shall have the option of meeting degree requirements as published in the bulletin at the time of initial registration or any bulletin published while

in regular attendance. Those not in regular attendance for two consecutive quarters must meet the requirements of the current *Bulletin* upon resuming attendance.

14. In the first quarter of his junior year the student, in consultation with his major and minor professors, must work out a program of studies leading to one of the degrees. Three copies of the program must be submitted to the Dean of the College for final approval two weeks before the end of the first quarter of the junior year. Program forms may be obtained in the office of the Dean of the College.

MAJOR AND MINOR STUDY

A minimum of 44 credits in a major and 30 credits in a minor, or completion of the prescribed requirements of a certain curriculum is required.

A grade lower than "C" (2.00) in a course may not apply on a major or minor. At least 21 credits in the major and 6 credits in the minor must be in courses numbered 300 or above. The maximum allowed on a major for the Bachelor of Arts degree is 60 credits unless the excess is beyond the 192 credits required for the degree.

Majors are available in the following areas:

Behavioral Science
Biology
Business Administration
Chemistry
Education (Elementary)
English
History
Home Economics
Mathematics
Modern Languages
Music
Psychology
Religion
Secretarial Science
Sociology

Minors are available in the following areas:

Accounting
Behavioral Science
Biology
Business Administration
Chemistry
Education
English
History
Home Economics
Mathematics
Modern Languages
Music
Physics
Psychology
Religion
Secretarial Science
Sociology

CANDIDACY FOR DEGREE

Degree candidates must file a copy of the proposed schedule of courses for the senior year and a formal application for a degree with the Records Officer not later than one week after the beginning

of the third quarter preceding graduation. Appropriate forms may be obtained from the Records office. Students are not considered candidates for degrees or eligible for senior class membership until officially so notified by the Director of Records.

Candidates for degrees must be members of the senior class. The fee fixed by the class and approved by the President of the College must be paid not later than March 5 in order for candidates to be eligible for graduation.

Seniors who have unfinished correspondence work will not be listed as prospective graduates until such work is completed. Failure to comply with this regulation will delay graduation.

In order to receive his degree at commencement a student must have completed all requirements for graduation including the meeting of financial obligations.

All candidates are expected to participate in the commencement exercises unless granted permission to be graduated in absentia by the Administrative Council.

SECOND BACHELOR'S DEGREE

Two different degrees may be conferred at the same time if the candidate has met the requirements of both degrees, and has completed a total of 237 quarter hours of credit. The College does not grant two degrees of the same kind to any one person, such as two B.A.'s or two B.S.'s. Students may, however, earn a second degree after one degree has been conferred by completing an additional 45 quarter credits, meeting the basic degree requirements of both degrees, and the requirements of a second major and a second minor.

CURRICULUM REQUIREMENTS

Oakwood College offers programs of study leading to the Bachelor of Arts and Bachelor of Science degrees. To qualify for these degrees students must fulfill the major and minor requirements in the areas they select, and in addition must meet the basic requirements listed below.

Candidates for the B.S. degree are required to meet all basic requirements except foreign language.

PROGRAMS OF STUDY LEADING TO THE BACHELOR OF ARTS AND BACHELOR OF SCIENCE DEGREES

Liberal Arts Curriculum

Basic Requirements or General Education Requirements

Behavioral Science Required: PY 101 or SO 101	4 hours
Education Required: ED 101	4 hours
Fine Arts Required: FA 201-202-203	6 hours
English Required: EN 101-102-103, EN 201, 202 (World Literature)	20 hours
History Required: SS 101, 102 or SS 211, 212* and PS 211 or GE 201	12 hours
Science and Math Required: BI 101-102, MA 101, PH 101, 102	20 hours
Physical Education	4 hours
Health Required: PE 211	2 hours
Religion Required: RE 111, RE 201 or 202, RE 311 and/or 312, RE 331 (Bible Survey—6 hours required of students submitting less than 2 units of High School Bible.)	16-22 hours
Modern Language (Required of all candidates for the BA degree. Religion majors may substitute Biblical Languages)	21 hours

*Required of all students who are not citizens of the United States of America. Also required of all elementary education majors.

SUGGESTED PROGRAM OF STUDIES

FRESHMAN YEAR

Course No.	Course Title	Hours
RE 101-102	Bible Survey	6
or	or	
RE 111	Life and Teachings	4
ED 101	Philosophy of Education	4
PE 101-2-3	Health and Physical Education	3
SS 101-102	Survey of Europe	8
or	or	
SS 211-212	American Nationality	8
SO 101	Introduction to Sociology	4
or	or	
PY 101	Principles of Psychology	4
EN 101-2-3	Freshman English	12
BI 101-102	Life Sciences	8
	(Electives to make 48 hours)	

SOPHOMORE YEAR

Course No.	Course Title	Hours
EN 201, 202	World Literature	8
RE 201, 202	Fundamentals of Christian Faith	6
PE 201, 2, 3	Health and Physical Education	3
MA 101	Fundamental Concepts of Math	4
or	or	
MA 111	College Algebra	4
PS 211	American Government	4
or	or	
GE 201	Principles of Human Geography	4
PH 101-102	Survey of Physical Science	8
FA 201, 2, 3	Fine Arts	6
	(Electives to make 48 hours)	

JUNIOR YEAR

Course No.	Course Title	Hours
RE 331	Gift of Prophecy	4
	(Electives to make 48 hours)	

SENIOR YEAR

Course No.	Course Title	Hours
RE 311 and/or 312	Prophetic Interpretation (Daniel and Revelation)	4-8
	(Electives to make 48 hours)	

PRE-PROFESSIONAL CURRICULA

Oakwood College offers preprofessional curricula in a number of fields. Students planning to enter a particular professional school should acquaint themselves with the specific requirements of that school. The following curricula will satisfy the entrance requirements of many professional schools.

PRE-MEDICAL AND PRE-DENTAL

Students preparing for medicine should be conversant with the requirements of the medical college to which they plan to apply. They should be careful to include all required courses in their program of study.

Since a college degree is necessary for admission to most medical schools, it is recommended that the student elect a major field of specialization not later than the beginning of the second year. Inasmuch as training in scientific thinking is an invaluable asset to the study of medicine, it is recommended that the student major either in biology or chemistry; however, the choice is left to the student.

For recommendation to Loma Linda University, a student should:

a. Maintain a commendable record of conduct and character.
b. Attain a grade-point average of at least 2.7 in both science and non-science courses.
c. Take the medical aptitude test during the 12 months preceding his application.
d. Complete the basic requirements for the Bachelor of Arts degree.
e. Include the following science and mathematics courses in his program of study:

Courses	*Course Titles*	*Hours*
BI 121-122-123	General Biology	12
BI 225	Vertebrate Embryology	5
CH 111-112-113	General Chemistry	12
CH 301-302-303	Organic Chemistry	12
CH 321	Quantitative Analysis	4
CH 322	Physical Chemistry	4
MA 111, 112, 211	College Algebra, Plane Trig., Math. for Physical Chem.	12
PH 111-112-113	General Physics	12

The pre-dental student is required to take the Dental Aptitude Test not later than the January preceding the school year for which registration is anticipated.

PRE-MEDICAL TECHNOLOGY — TWO YEARS

Courses	*Course Titles*	*Hours*
English		
EN 101-102-103	Freshman English	12
EN 201, 202	World Literature	8
Humanities		
SP 201	Speech	4
Social Sciences		
SS 111-112	American History	8
PS 211	American Government	4
Behavioral Science		
PY 101	General Psychology	4
SO 101	Intro. to Sociology	4
Natural Sciences		
Biology		
BI 121-122-123	General Biology	12
BI 221	Microbiology	5
BI 331	Histology	4
Chemistry		
CH 111-112-113	General Chemistry	12
CH 301-302-303	Organic Chemistry	12
CH 321	Quantitative Analysis	4
Physics		
PH 111-112-113	General Physics	12
Mathematics		
MA 111	College Algebra	4
MA 112	Plane Trigonometry	4
Religion		
RE 101-102	Bible Survey	6
RE 111	Life & Teachings of Jesus	4
RE 201-202	Christian Fundamentals	8

MEDICAL TECHNOLOGY

Oakwood College, the School of Medical Technology of Hubbard Hospital, Meharry Medical College, Kettering Memorial Hospital, and the School of Medical Technology of Florida Sanitarium and Hospital have established a cooperative curriculum which leads to the Bachelor of Science degree in Medical Technology from Oakwood College.

Students who enroll in this curriculum should complete the first three academic years at Oakwood College and the fourth year at one of the above cooperating institutions. Upon satisfactory completion of the one-year internship course in Medical Technology at one of the above named institutions, Oakwood College will confer the Bachelor of Science degree.

A candidate for the Bachelor of Science degree with a major in Medical Technology must fulfill the following requirements:

1. Complete the basic requirements for the Bachelor of Science degree at Oakwood College.
2. Include the following Science and Mathematics courses in his program of studies:

Courses	*Course Titles*	*Hours*
BI 121-122-123	General Biology	12
BI 221	Microbiology	5
BI 331	Histology	4
CH 111-112-113	General Chemistry	12
CH 301-302-303	Organic Chemistry	12
CH 321	Quantitative Analysis	4
CH 401	Biochemistry	5
MA 111, 112	College Algebra, Plane Trigonometry	8
PH 111-112-113	General Physics	12

3. Have credits approved by the Registry of Medical Technologists of The American Society of Clinical Pathologists.
4. Gain admission to one of the above named institutions.
5. Successfully complete the twelve-month internship at one of the above named institutions.

PRE-MEDICAL RECORD ADMINISTRATION — TWO YEARS

Courses	*Course Titles*	*Hours*
English		
EN 101-102-103	Freshman English	12
Humanities		
EN 201, 202	World Literature	8
FA 201-202-203	Fine Arts	6
Natural Sciences and Mathematics		
BI 111-112-113	Human Anatomy & Physiology	9
Religion		
RE 101-102	Bible Survey	6
RE 201, 202	Christian Fundamentals	8
Social Sciences		
SS 111-112	American History	8
Secretarial Science		
SC 111-112	Elementary Typing	4
SC 113	Intermediate Typing	2
SC 141	Records Management	2
Business Administration		
BA 101	Intro. to Business	4
BA 111-112-113	Data Processing	9
Behavioral Science		
PY 101	General Psychology	4
Electives to complete a minimum of 96 hours		

PRE-OCCUPATIONAL THERAPY — TWO YEARS
and
PRE-PHYSICAL THERAPY — TWO YEARS

Courses	*Course Titles*	*Hours*
English		
EN 101-102-103	Freshman English	12
Humanities		
EN 201, 202	World Literature	8
FA 201-202	Fine Arts	6
Social Sciences		
SS 211-212	American History	8
Behavioral Science		
PY 101	General Psychology	4
Natural Sciences		
Biology		
BI 121-122-123	General Biology	12
Chemistry		
CH 101-102-103	Survey of Chemistry	9
Mathematics		
MA 101	Fundamentals of Mathematics	4
Physics		
PH 101-102	The Physical Sciences	8
Religion		
RE 101-102	Bible Survey	6
RE 201, 202	Christian Fundamentals	8

Electives to complete a minimum of 87 hours

PRE-X-RAY — ONE YEAR

Courses	*Course Titles*	*Hours*
EN 101-102-103	Freshman English	12
BI 111-112-113	Human Anatomy & Physiology	9
CH 111-112-113	General Chemistry	12
RE 101-102	Bible Survey	6
MA 101	Fundamental Concepts of Math.	4
PY 101	General Psychology	4
PE 101, 102, 103	Physical Education	3

TWO-YEAR BIBLE INSTRUCTOR CURRICULUM

Course No.	*Hours*	*Course No.*	*Hours*
SC 111-2 (Typing)	4	RE 321 (Theory of Homiletics)	4
RE 111 (Lf. & Tch. of Jesus)	4	RE 323 (Bible Instructor)	4
PY 101 (Prin. of Psych.)	4	RE 311-312 (Dan. & Rev.)	8
EN 101-102-103 (Eng. Comp.)	12	RE 331 (Gift of Prophecy)	4
RE 201 (Doctrines)	4	RE 421 (Evangelism)	4
SS 101-102 (History)	8	BL 201-202-203 (Greek)	9
SO 241 (Race Relations)	4	SO 101 (Intro. to Sociology)	4
SP 201 (General Speech)	4	SC 231 (Duplicating Processes)	2
HE 211 (Health Prin.)	2	ED 101 (Prin. of Education)	4
		Electives	7
		TOTAL QUARTER HOURS	96

TWO-YEAR SECRETARIAL CURRICULUM

First Year		Second Year	
Course No.	*Hours*	*Course No.*	*Hours*
RE 111	4	RE 201-202	6
BA 121-122-123	9	BA 201	4
ED 101	4	PE 201-202-203	3
EN 101-102-103	12	SC 201,211	8
SC 101-102-103	12	SC 231	2
SC 111-112	4	SC 241	2
Elective	4	SC 301-302	8
		SC 321-322	8
		Elective	4

Note: No grade below "C" may apply on courses in business administration, English and secretarial science.

PRE-NURSING CURRICULUM

It is important that students preparing for a school of nursing become familiar with the specific entrance requirements of the particular institution which they desire to enter, and choose from the electives those subjects that will fulfill the requirements of the school of nursing selected.

Prerequisites: Sixteen units of work taken in a high school or academy to include the following:

	Units
English	3
History (American History and Government)	1
Mathematics (Algebra required)	2
Science (preferably Physics and Chemistry)	2

Two more units from one of the following fields: mathematics, foreign language, literature, or science. Two units of a foreign language is recommended.

The college prenursing course is as follows:

COLLEGE PRE-NURSING YEAR

(48 quarter hours)

Course No.	*Hours*
RE 111 or 101-102	4 or 6
BI 111-112-113	12
BI 221	5
CH 101-102-103	9
EN 101-102-103	12
PE 101, 102, 103	3
Electives	6

Electives may be selected from American Government, Psychology, Sociology, Foods and Nutrition, and Speech.

DIVISIONS OF INSTRUCTION

The course offerings of the college are organized in seven divisions:

I. Applied Sciences
II. Behavioral Sciences
III. Education
IV. Humanities
V. Natural Sciences and Mathematics
VI. Religion, Theology, and Biblical Languages
VII. Social Sciences

COURSE NUMBERS

Courses of instruction are classified as lower division and upper division. Lower division courses are numbered 100 through 299. Upper division courses are numbered 300 through 499. Courses numbered 1 through 99 are non-credit courses but may be required of certain students.

Hyphenated courses (101-102) indicate that the sequence of courses should be taken in order. Credit toward graduation will not be allowed for hyphenated courses until the entire sequence is completed.

The lower division courses are open to freshmen and sophomores and should be completed before the student progresses to the junior and senior years. See the regulation elsewhere in this *Bulletin*.

COURSE SCHEDULES

Each year the College publishes a *Schedule of Classes* which lists the courses offered, the time of meetings, the rooms, and the instructors.

The College reserves the right to cancel any course offered for which there is not an enrollment of at least six students, and to limit the number of students in a class when limited enrollment is advantageous.

QUARTER CREDIT HOURS

The academic or college year starts in September and ends in August. When reference is made to courses offered in even or odd-numbered years, it is intended to indicate the year beginning in September, thus the first year covered by this bulletin is an odd-numbered year. The academic year consists of four Quarters, each of which covers a period of approximately eleven weeks. For each credit hour received, a student ordinarily attends a class recitation for 50 minutes, or a laboratory for 150 minutes, each

week throughout the Quarter. Quarter credit hours are designated as follows:

4 A indicates that the course carries four Quarter hour credits and is taught in the Autumn Quarter.

4-4 A-W indicates that the course carries four Quarter hours of credit each Quarter for two Quarters, which, being hyphenated, should be taken in sequence.

4,4 A,W indicates that the course may be taken out of sequence.

4 A,W,S,Su indicates that the course carries four Quarter credit hours and is offered in each of the quarters shown.

I. DIVISION OF APPLIED SCIENCES

THE DEPARTMENT OF BUSINESS ADMINISTRATION

The aim of this department is to provide a technical, liberal, and ethical education which will equip young men and women with the skills and knowledge necessary for business and economic competence. The department also seeks to encourage qualified students to prepare for the teaching of business in the secondary school.

It is suggested that women students majoring in Business Administration should minor in Secretarial Science in addition to any other minor they may have chosen.

Students planning to teach bookkeeping and commercial subjects in high school must also minor in Secondary Education.

The Department of Business Administration offers both the B.S. and B.A. degree in Business Administration. It is also possible to take up to 36 hours in accounting under the B.S. program, if desired. This program includes the core courses that are required by most graduate schools for admittance. The required courses in both the B.A. and B.S. program are those recommended by the American Association of Collegiate Schools of Business. Either program prepares men and women for denominational work, graduate work, or other areas of business.

THE STANDARD CORE REQUIREMENT

BA 121-122-123	- Principles of Accounting	9 hours
BA 281, 282	- Introduction to Economics	8 hours
BA 311	- Business Finance	4 hours
BA 371	- Business Statistics	4 hours
*	- Management	4 hours
BA 411	- Marketing	4 hours
BA 491	- Business Law	4 hours
	Total Core Requirements	37 hours

*Principles of Management (BA 381) or Personnel Management (BA 351) will fill this requirement.

BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION

TOTAL OF 60 QUARTER HOURS

The Standard Core Requirement (37 hrs.)

A total of 28 hours must be upper division credit. One course in typing, business machines, or data processing.

BACHELOR OF ARTS IN BUSINESS ADMINISTRATION

TOTAL OF 46 QUARTER HOURS

The Standard Core Requirement (37 hrs.)

A total of 24 hours must be upper division credit. One course in typing, business machines, or data processing.

MINOR IN BUSINESS ADMINISTRATION

TOTAL OF 32 QUARTER HOURS

BA 121, 122, 123; BA 281, 282

A total of 12 hours must be upper division.

BA 101. INTRODUCTION TO BUSINESS 4 A

A common survey course in business is designed to give a general background to the entire field of business and secretarial science.

BA 111. INTRODUCTION TO DATA PROCESSING 3 A,W,S,Su

This is a course for the beginning student who desires to learn the principles and theory of data processing. Part of the quarter will be spent in theory and the rest will be in actual operation of IBM unit record equipment. $7.50 lab fee.

BA 112. INTERMEDIATE DATA PROCESSING 3 A,W,S,Su

Students will learn basic wiring principles and the FORTRAN IV programming language. Lab work is centered around the IBM 1130 computer. $5.00 lab fee.

BA 113. PROGRAMMING 3 A,W,S,Su

Students who have successfully completed BA 111 & BA 112 will be eligible to continue developing skills in computer programming using FORTRAN and the IBM 1130. $5.00 lab fee.

BA 121, 122, 123. PRINCIPLES OF ACCOUNTING 3,3,3 A,W,S

This is a basic course in bookkeeping and accounting theory. Emphasis is placed upon the accounting cycle for non-trading and trading businesses, partnership, and corporations.

BA 131, 132. BUSINESS MATHEMATICS 3,3 W,S

In this course the student learns the fundamental principles of the mathematics of the business world. The student develops skill through the application of these principles to practical business problems. Offered even numbered years.

BA 201. BUSINESS COMMUNICATIONS 4 S

Specialized training in business usage and commercial correspondence is offered in this course. It is planned especially for business and secretarial students in areas of letter and report writing with heavy emphasis on grammar, spelling, and punctuation. Offered even numbered years.

BA 281, 282. INTRODUCTION TO ECONOMICS 4,4 A,W,Su

A study in fundamentals of economics with application to industrial and social life. Factors of production, industrial organization, value, price wealth, taxation, and politics are studied.

BA 311. BUSINESS FINANCE 4 A,Su

A preliminary course which deals with operation of private profit-seeking enterprises and the financial institutions common to the economy. Topics covered include the promotion of enterprises, risking of capital, problems of short, intermediate and long-term financing. The role of consumer credit in the financial structure and a resumè of the institutions financing the consumer are also studied. *(Prerequisite:* BA 121-122-123.)

BA 321-322. INTERMEDIATE ACCOUNTING 4-4 W,S

The construction, analysis, and interpretation of financial statements, together with related theory and practice. Two hours of classwork each week and four hours of laboratory. (*Prerequisite:* BA 121-122.)

BA 341-342. COST ACCOUNTING 4-4 W,S

This course treats cost accounting as a tool of management for manufacturing concerns. Both theory and practice are studied for job order, process, and standard cost systems. *(Prerequisite:* BA 321-322.) Offered odd-numbered years.

BA 351. PERSONNEL MANAGEMENT 4 S

The purpose of this course is to present the personnel management aspects which are important to the line executive or supervisor. The questions for which answers are sought will center around the idea of how a soundly conceived and well-administered personnel program may contribute to the efficiency, teamwork, and morale of people working together. Simply put, the main goal of the personnel program, as conceived in the course content, will be to select, train, and motivate people to work with understanding, co-operation, trust and confidence in each other.

BA 371. STATISTICS IN BUSINESS 4 A

An introductory study of statistical procedures. Among the topics covered are frequency distribution, the normal curve, measurement of central tendency, measurement of variability, correlation, the histogram and the frequency polygon.

BA 381. PRINCIPLES OF BUSINESS MANAGEMENT 4 W

A course covering the basic principles of business management including the organization of business in manufacturing and in merchandising. Budgeting, setting up of standards, and efficient use of both machines and men.

BA 391. INCOME TAX ACCOUNTING 4 W

Discussion, analysis, and application of current federal income tax laws to individuals, partnerships, and corporations. Training is given in the preparation of tax reports. Offered even-numbered years.

BA 411. PRINCIPLES OF MARKETING 4 S

This course covers marketing and business management in the American economy; market institutions and functions; relation of marketing methods to other economic processes and existing economic conditions; the place and importance of marketing in modern economic organization.

BA 421. ADVANCED ACCOUNTING 4 W

Accounting for partnerships, special sales procedures, consolidations, and fiduciaries. *(Prerequisites:* BA 321-322.) Offered odd-numbered years.

BA 431. PRINCIPLES OF AUDITING PROCEDURE 4 S

The purpose of this course is to help the student to understand the auditing part of the work of the public accountant, and to help him apply the methods of procedures followed in conducting an audit for a small or medium-sized concern. The procedures for the effective auditing of cash, receivables, inventories, other assets, liabilities, and proprietorship are studied with an above-average degree of care. The procedures to be followed in carrying out detailed audit systems are also considered in the course. Offered odd-numbered years.

BA 491. BUSINESS LAW 4 A

This course is designed to familiarize the student with the fundamental principles of the laws of business so he may act intelligently and understand his rights, duties, and liabilities in ordinary business transactions. Contracts, negotiable instrument, sales, agency, property, corporations, landlord and tenant relationships, wills and legacies are covered.

THE DEPARTMENT OF SECRETARIAL SCIENCE

This department seeks to provide a technical, liberal, and ethical education which will equip young men and women with the skills and knowledge necessary for them to enter offices as stenographers, secretaries, and general office workers.

The department also seeks to encourage qualified students to prepare for the teaching profession. A certificate is presented at the completion of the two-year secretarial curriculum. Secretarial

Science majors are encouraged to take English as the first minor field.

All senior students are required to pass satisfactorily the National Business Entrance Tests (pre-job entering tests given by the United Business Education Association of the National Education Association). These tests are administered during March of the senior year. Fee, $6.00.

No grade below "C" may apply on a major, minor, and English courses.

BACHELOR OF SCIENCE IN SECRETARIAL SCIENCE

COURSE REQUIREMENTS

MAJOR (Secretarial Science) ..... 47 hours

Including SC 141, SC 201-202-203, SC 231, SC 241, SC 301-302, SC 311-312, SC 321-322-323, SC 401 and enough upper division hours to make a total of 27 hours of upper division secretarial science courses.

Required cognates: MA 101, BA 121-122-123, and BA 281-282.

MINOR (Field to be chosen) ..... 30 hours

MINOR IN SECRETARIAL SCIENCE

SECRETARIAL SCIENCE MINOR ..... 30 hours

Including SC 101-102-103, SC 141, SC 201-202-203, SC 231, SC 241, SC 321-322-323, and 9 hours of upper division Secretarial Science courses.

SC 101-102-103. SHORTHAND THEORY 5-5-5 A,W,S

A course covering Gregg Shorthand principles with emphasis on the correct writing and transcription of shorthand notes. Minimum speed requirement, 80 words per minute (5 minute timing). 5 class periods each week. *Co-requisite:* SC 111-112 and 113, or equivalent.

SC 111-112. ELEMENTARY TYPING 2-2 A-W

An introductory course with emphasis on basic theory and skills for personal and vocational use. 5 class periods each week.

SC 113. INTERMEDIATE TYPING 2 S

A continuation of the course SC 111-112. Special attention is given to more complex typing problems with emphasis on speed. 5 class periods each week.

SC 141. RECORDS MANAGEMENT 2 A,Su

Instruction and training are given in all phases of the management of business records. Practical application includes the four standard methods of filing—alphabetic, numeric, geographic, and subject. The practice set method of instruction is used.

SC 201-202-203. DICTATION AND TRANSCRIPTION 5-5-5 A,W,S

A course planned to review the principles of Gregg Shorthand and to build speed in taking and transcribing business dictation. Emphasis on and extensive practice in the production of mailable transcription. 5 eighty minute class periods each week. *Prerequisite:* SC 101-102-103 and SC 111-112 and 113.

SC 221. IBM KEYPUNCH 2 A,W,S

A course designed to give basic knowledge and skill in punch card operation. Supervised experience on the IBM 26 Printing Card Punch is provided. *Prerequisite:* SC 111-112 and 113 or speed test 40 words per minute. $7.50 lab. fee.

SC 222. KEY PUNCH 2 A,W,S

Students who can type 40 words per minute and have successfully completed BA 111 may take this course. $7.50 lab. fee.

SC 231. DUPLICATING PROCESSES 2 A,Su

Instruction and practice in the use of duplicating machines (stencil and liquid processes), as well as the fundamentals of offset processes commonly used in offices. Three laboratory periods required each week. *Prerequisite:* SC 111-112 or equivalent.

SC 241. OFFICE MACHINES 2 W,Su

This laboratory course acquaints the student with various office machines and appliances, such as adding and calculating machines, voice-writing equipment, electric typewriters, and telephone switchboard. *Prerequisite:* SC 111-112 or equivalent. Three laboratory periods required each week.

SC 301-302. SECRETARIAL PROBLEMS 4-4 A-W

A terminal course intended to provide apprenticeship training in functional business activities. Attention is particularly given to the problems of the secretary, office behavior and etiquette, dress, the job-finding campaign. Special attention is given to the requirements of the denominational secretary.

SC 311-312. SHORTHAND REPORTING 4-4 W-S

Rapid dictation and transcription of congressional and other technical material; students are required to take sermons and lectures. Speed requirement, 140 words per minute (five-minute timing). *Prerequisite:* a B average in shorthand, SC 101-102-103 and SC 201-202-203.

SC 321-322-323. ADVANCED TYPEWRITING 2-2-2 A-W-S

A continuation of course SC 113 with emphasis on increasing speed, accuracy and skill in the production of business papers. Must be taken in sequence. *Prerequisite:* SC 111-112 and 113 or equivalent.

SC 401. OFFICE INTERNSHIP 4 S

This course includes instruction and laboratory practice designed to give the student a working knowledge of the mechanics of certain office procedures and techniques, including filing methods, calculating machine operation, and the use of duplicating and voice-writing equipment through actual office experience.

SC 411-412. MACHINE SHORTHAND 2-2 A-W

The function of the shorthand reporter is to make, via a stenotype machine, a written record of everything said at a trial or a meeting and to furnish an accurate typewritten transcript. Court reporting requires a minimum speed of 200 words per minute for five minutes. *Prerequisite:* a typing speed of 60 words per minute, and a good background in English fundamentals.

II. DIVISION OF BEHAVIORAL SCIENCE

The object of this program is to allow the student to become acquainted with the principles, facts, approaches and methods of the discipline; to provide him with an understanding of psychology and sociology as sciences of behavior, and to improve his insight into his own behavior and that of others. It aims to provide a good understanding of human adjustive behavior, of how societies, communities and groups are organized and maintained, and how the behavior of the individual is related to that of the group. It also seeks to introduce the student to the concepts and methods used in psychological and sociological research.

This department seeks to give the student the sort of background that would prepare him for professional work in teaching, ministerial work, social work, general missionary work, and for graduate studies in Behavioral Science.

A student majoring in Sociology must complete a minimum of 44 quarter hours, of which 24 hours must be selected from upper division courses, and 12 hours in the field of Psychology. SO 371 and 411 are compulsory subjects. SO 101 may not be counted toward a major.

A student majoring in Psychology must complete a minimum of 44 quarter hours, of which 24 must be selected from upper division courses, and 12 hours in the field of Sociology. PY 371 and 411 are compulsory subjects. PY 101 may not be counted toward a major.

A student majoring in Behavioral Science must complete a minimum of 44 quarter hours equally divided between Psychology and Sociology. 24 of these hours must be upper division hours, and must include SO 371 and 411 or PY 371 and 411.

Counseling, Guidance, and Social Work. Students majoring in the department of Behavioral Science, are offered areas of specific concentration. For majors in Sociology or Behavioral Science a concentration in Social Welfare is offered. Students desirous of taking advantage of the opportunity must plan to take SO 351, 431, and 481. Students in Psychology or Behavioral Science may pursue a concentration in Counseling and Guidance. These are required to take PY 331, 421, and 471.

Students majoring or minoring in the Department of Behavioral Science, must maintain high scholastic standards. No grade below "C" may be counted toward a major. SO 101 and PY 101 may be counted toward a minor in the department.

The Behavioral Science Department requires that all of its majors have at least two years of foreign language selected from German or French.

BACHELOR OF ARTS IN BEHAVIORAL SCIENCE

COURSE REQUIREMENTS

MAJOR (Behavioral Science) ..... 44 hours

Courses for major to be equally divided between Sociology and Psychology, and to include the required courses for Sociology major or for the Psychology major, and 24 hours of upper division Behavioral Science courses.

Required cognates: BA 281-282, MA 101 or MA 111, PS 211, SS 101-102 or SS 211-212.

MINOR (Field to be chosen) ..... 30 hours

MINOR IN BEHAVIORAL SCIENCE

BEHAVIORAL SCIENCE MINOR ..... 30 hours

Including 30 hours equally divided between Sociology and Psychology and 12 hours of upper division Behavioral Science courses.

BACHELOR OF ARTS IN PSYCHOLOGY

COURSE REQUIREMENTS

MAJOR (Psychology) ..... 44 hours

Including PY 371, PY 401, PY 411 and 12 hours of Sociology courses not including SO 101 and 24 hours of upper division Psychology courses.

Required cognates: MA 101, BI 101-102 or BI 111-112-113.

Required for Concentration in Counseling, PY 331, PY 421, and PY 471.

MINOR (Field to be chosen) ..... 30 hours

MINOR IN PSYCHOLOGY

PSYCHOLOGY MINOR ..... 30 hours

Including 8 hours in Sociology and 12 hours of upper division Psychology courses.

PSYCHOLOGY

PY 101. PRINCIPLES OF PSYCHOLOGY 4 A,W,S,Su

An introduction to the Psychology of intelligence, learning, emotions, and adjustment, and the application of psychology to everyday living.

PY 201. SOCIAL PSYCHOLOGY 4 A

The study of group affiliation, group standards, social perception, and other factors influencing the behavior of individuals.

PY 211. ADOLESCENT PSYCHOLOGY 4 A,S

Study of the development of adolescent characteristics, needs for sympathetic understanding of intelligent guidance of youth; factors tending towards the development of an integrated personality.

PY 221. THE PSYCHOLOGY OF LEARNING 4 W

(Taught under the Dept. of Education.)

PY 231. PERSONALITY 4 A

A study of the main theories of personality structure, with consideration of the essential ingredients of healthy attitudes and behavior patterns.

PY 251. PRINCIPLES OF EXPERIMENTAL PSYCHOLOGY 4 W

This course is intended to introduce the student to the principles and methods involved in psychological research and experiment, and to foster the development of a scientific attitude toward the area.

PY 311. CHILD GROWTH AND DEVELOPMENT 4 A

The psychological and physiological characteristics of the various age levels. Sex differences in growth and the interaction of developmental forces during preadolescence and early adolescence. Evaluation of nature and nurture on the health, growth and development of the individual.

PY 321. ABNORMAL PERSONALITY 4 S

Concepts of normality, abnormality and psychopathology; introduction to study of methods of treatment.

PY 331. PRINCIPLES OF COUNSELING AND GUIDANCE 4 A

A study of the theories, methods and problems in counseling and guidance, with particular relationship to education.

PY 351. ADVANCED EXPERIMENTAL PSYCHOLOGY 4 S

Intended to be a follow-up of PY 251. It involves the application of methods and principles in a laboratory situation. *Prerequisite:* PY 251.

PY 371. STATISTICS IN PSYCHOLOGY 4 W,Su

An introductory study of statistical procedure employed in testing and research. Among the topics covered are frequency distribution, the normal curve, measurement of central tendency, measurement of variability, standard and centile scores, correlation and assembly.

PY 401. HISTORY OF PSYCHOLOGY 4 W

A study of the theoretical systems, experiments and personalities involved in the development of psychology.

PY 411. PRINCIPLES OF RESEARCH 4 S

An introduction to research methods and their application to social service, with special relationship to Psychology and Sociology.

PY 421. ADVANCED COUNSELING AND GUIDANCE 4 W

Intended to be a follow-up of Principles of Counseling and Guidance.

PY 471. SEMINAR—COUNSELING AND GUIDANCE 4 S

Restricted to students concentrating in counseling and guidance. (*Prerequisites:* PY 331, 421.)

PY 481. SEMINAR—MOTIVATION 2 I-I

A study of the status of drives, motives, instincts, will, purpose, methods of investigation and significance of findings. Offered as required.

BACHELOR OF ARTS IN SOCIOLOGY

COURSE REQUIREMENTS

MAJOR (Sociology) ..... 44 hours

Including SO 371, SO 411, SO 421 or SO 471 and 12 hours of Psychology not including PY 101, and 24 hours of upper division Sociology courses.

Required cognates: BA 281-282, MA 101 or MA 111, PS 211 or SS 211-212. Required for concentration in Social Welfare, SO 231, SO 301, SO 351, SO 431 and SO 481.

MINOR (Field to be chosen) ..... 30 hours

MINOR IN SOCIOLOGY

SOCIOLOGY MINOR ..... 30 hours

Including 8 hours of Psychology and 12 hours of upper division Sociology courses.

SOCIOLOGY

SO 101. INTRODUCTION TO SOCIOLOGY 4 A,W,S,Su

This course is intended to introduce the student to the field of Sociology, to acquaint him with some of the terms and concepts that are related to human behavior and to provide a limited study of the influences of social and cultural factors upon human behavior.

SO 201. SOCIAL PSYCHOLOGY 4 A

The study of group affiliations, group standards, social perception and other social factors influencing the behavior of individuals, and interaction among groups.

SO 211. INTRODUCTION TO ANTHROPOLOGY 4 W

An introduction to the study of man as a total being, his culture and social organization and the interrelationships with his habitat and bio-physical nature.

SO 231. SOCIAL PROBLEMS 4 A

An analysis of areas of social behavior considered to be problems in contemporary American society.

SO 241. RACE RELATIONS 4 W,Su

A scientific approach to the study of racial elements in the population of the United States with particular emphasis on White and Negro groups.

SO 301. CRIMINOLOGY 4 W

A review of the theories and techniques used in the apprehension, convic tion and detention of individuals who break society's laws.

SO 311. JUVENILE DELINQUENCY 4 S

A study of the problems of Juvenile Delinquent behavior in America: theory, cause, control, and prevention.

SO 341. SOCIOLOGY OF RELIGION 4 S

A study of the inter-relationship of society, culture and religion; and the conflicts and problems which emerge between religion and other social institutions.

SO 351. INTRODUCTION TO SOCIAL WORK 4 A

A survey of the theories, fields and methods of social work. The growth and development of public and private programs in social welfare.

SO 361. MARRIAGE AND THE FAMILY 4 S,Su

The ethics of family relationships, changing trends and functions of the modern family. An attempt is made to bring the student into contact with facts, principles, attitudes and problems that are likely to play a part in marriage.

SO 371. STATISTICS IN SOCIOLOGY 4 S,Su

An introductory study of statistical procedure employed in testing and research. Among the topics covered are frequency distribution, the normal curve, measurement of central tendency, measurement of variability, standard and centile scores, correlation and assembly.

SO 411. PRINCIPLES OF RESEARCH 4 S

An introduction to research methods and their application to social science with special relationship to sociology and psychology.

SO 421. HISTORY OF SOCIOLOGY 4 S

This course is intended to lead the student in a survey of the historical background of sociology and its development as a field of social science.

SO 431. ADVANCED SOCIAL WORK 4 W

This is a follow-up course to Introduction to Social Work. It represents a more detailed study of methods and problems related to social welfare work, and provides the opportunity for students to become involved in practical field work.

SO 471. SOCIAL THEORIES 4 W

A study of the basic theories of sociology, and their significance to sociological research.

SO 481. SEMINAR IN SOCIAL WELFARE 4 S

This course is restricted to students concentrating in Social Welfare work. (*Prerequisites:* SO 351, 431.)

III. DIVISION OF EDUCATION

The Division of Education includes the Departments of Education, Physical Education, and Health and Nursing. The Department of Education provides curriculum for the preparation of teachers for both the elementary and secondary schools. The offerings in Physical Education and Health are limited to general requirements of the college and certain electives. The offerings in Nursing are limited to a Pre-Nursing introductory course.

Oakwood College provides a well balanced and comprehensive program leading to the bachelor's degree for students who desire to become qualified and competent members of the teaching profession. This program is especially designed for training teachers who will teach in schools provided by the denomination, but it is also designed to prepare persons who desire to teach in other systems. The department also affords other students of the college an opportunity to receive an understanding of the principles of Christian education, and of the school as an integral part of the social order.

The program of teacher education meets the standards for certification of the Department of Education of the General Conference of Seventh-day Adventists and the Alabama State Board of Education.

Only grades of "C" or above will be counted toward major or minor requirements.

Degrees Offered: Bachelor of Arts or Bachelor of Science in Elementary Education.

Major: A major in elementary education includes forty-eight quarter hours of professional courses in education, psychology, and cognate courses in various areas of the general college curricula. Majors may complete requirements for either the B.S. or B.A. in elementary education. One academic minor is required. Students should consult with their advisor concerning the selection of an appropriate academic minor.

Required Cognate Courses: In addition to the general education requirements of the college, students majoring in elementary education must fulfill the minimum requirements of the State of Alabama for a Class B Elementary Professional Certificate, and of the Seventh-day Adventist denomination for a Standard Elementary Certificate.

Minor: Secondary education (the college does not offer a minor in elementary education and does not normally offer a major in secondary education). The minor in secondary education includes a minimum of 36 quarter-hours of professional education subjects, psychology, and cognate courses. One academic major

and one academic minor in addition to the secondary education professional minor are required. Academic majors and minors should be selected from approved teaching fields for secondary education. Students should consult with their advisor concerning the selection of appropriate academic majors and minors that will satisfy the requirements for secondary teaching areas.

Required Cognate Courses: In addition to the general education requirements of the college, students minoring in Secondary Education must fulfill the minimum requirements of the State of Alabama for a Class B Secondary Professional Certificate and of the Seventh-day Adventist denomination for a Standard Secondary Certificate.

Other Requirements: Both majors and minors in education must satisfy the general education and degree requirements of the college specified in the appropriate Bulletin. Throughout the student's time of study he is encouraged to consult with his assigned advisors in the education department and in the academic department of his teaching area of concentration.

Admission to the Teacher Education Program: Beginning students who evidence a desire to become education majors or minors will be given advice and counsel regarding their program by the departmental staff. Students desiring to obtain either the B.A. or B.S. degree with a major or minor in education, and those who desire denominational or state certification to teach, are required to make formal application to the Teacher Education Council for admittance to the Teacher Education Program. Students may not register for education courses numbered 301 or higher until they have been admitted to the program, except by special permission of the Teacher Education Council.

Admission to the Teacher Education Program is based upon the student's academic average (minimum GPA of 2.00), intelligence, emotional stability, proficiency in written and spoken English, character, health, and commitment to teaching as a profession. Applications will be accepted during the spring quarter of the freshman year, and during the sophomore year. Later application may delay the completion of all requirements beyond a normal four-year course. An evaluation of each applicant is made by the Teacher Education Council.

To continue in the program after admission, a student must maintain an over-all average of 2.25 in all subjects, and a minimum of 2.50 in major and minor areas. Membership and participation in the student professional organization is mandatory.

Application to Perform Student Teaching: Prior to registration for Directed Teaching, the student must make formal application to the Teacher Education Council for acceptance to perform student teaching. Students will not be allowed to register for the

student teaching program unless they are in good standing in the Teacher Education Program, and in the judgment of the Council, are satisfactorily prepared, and have made prior application.

The normal time for submitting the application to do student teaching is during the spring quarter of the junior year. Arrangements must be made for each applicant prior to the quarter in which he is to perform his directed teaching. Due to the increased demand for student teaching, and the limited facilities for directing and observing student teaching on the campus, the department reserves the right to assign student teachers to public schools in the city or county.

Certification: Certificates to teach in public and denominational schools are granted by the State of Alabama and by the Secretary of Education of the Southern Union Conference of Seventh-day Adventists. Students may submit applications for certification during their last quarter of residence prior to graduation. Applications will be forwarded through the college department of education, and the registrar's office to the appropriate agency upon completion of requirements for graduation:

Denominational Certification: The Standard Elementary Certificate is issued to teachers who meet the following requirements:

(1) A graduate of a Seventh-day Adventist college, with a major in elementary education. (or)

(2) A graduate of a Seventh-day Adventist college with a minimum of 36 quarter hours in professional education subjects, 30 of which shall be applicable to the field of elementary education and include courses from the following areas:

a. Principles of Christian Education
b. Educational Psychology or Child Growth and Development.
c. Classroom Organization and Management
d. Methods in Specific Subjects - 12 hours (This must include the areas of Bible, reading, language, arts, science, social studies, and arithmetic).
e. Supervised Teaching - 9 hours (Applicants now teaching may be granted waivers of 4½ quarter hours for three years of successful teaching, or 9 quarter hours for five years of successful teaching).

The Standard Certificate is issued to teachers who meet the following requirements:

(1) A graduate of a Seventh-day Adventist college or university with a minimum of 30 quarter hours in professional education; of this minimum at least one course must be chosen from each of the following areas:

a. Principles of Christian Education

b. Educational Psychology
c. Secondary Methods
d. Student Teaching

(2) A minimum of 9 quarter hours in student teaching shall be required in either the student's college major or minor field.

(3) Study in fields such as Guidance, Educational Sociology, Adolescent Development, and Measurements are also considered desirable and may count toward certification provided the areas listed above have been satisfied.

(4) All teachers in secondary schools must teach in the fields of their major or minor specialization in college preparation. The Standard Certificate will be issued in those subject fields only in which the candidate has a college major or minor or its equivalent, but in no case may the applicant be certified with less than 27 quarter hours in the subject field.

*ALABAMA TEACHERS' CERTIFICATES

We are printing, for your information and guidance, the general minimum requirements of the State for types of certificates for which one may qualify through study at Oakwood College. A student who files an application for certification must complete the curriculum approved by the State for this college. The completion of the curriculum approved for certification and all other requirements for graduation with a Bachelor of Science Degree, should qualify a person for a Class B Professional Certificate.

ELEMENTARY CERTIFICATES

CLASS B ELEMENTARY PROFESSIONAL CERTIFICATE

A Class B Elementary Professional Certificate authorizes the holder to teach in grades one through six and is valid for eight years. This certificate may be issued to a person who meets the following requirements:

1. Has graduated with a baccalaureate degree from a standard institution and has met requirements as prescribed by the State Board of Education for the education of elementary teachers.
2. Has completed the institution's program approved by the National Council for the Accreditation of Teacher Educa-

*Taken from *Certification of Alabama Teachers*, Bulletin 1966, No. 14. State of Alabama, Department of Education, Montgomery.

tion for the education of elementary classroom teachers or has earned the minimum basic credits listed below:

SUBJECTS	*Quarter Hours*
Professional Education	40½
Must include the following minimum requirements:	
Human Growth, Development and Learning	4½
Principles, Philosophy, and Foundations of Education	4½
Materials and Methods in Elementary Education	9
Student Teaching in Elementary School	9
English, Literature, and Speech	21
Must include one course in Speech	
Social Science	27
Must include a minimum of four and one-half quarter hours of credit in each of three of the following: history, economics, political science, sociology, cultural anthropology, or geography.	
Science	18
Must include a course in a biological and a physical science, with a full-year course in one of the two.	
Mathematics	4½
Art	4½
Music	4½
Health and Physical Education	4½

SECONDARY CERTIFICATES

CLASS B SECONDARY PROFESSIONAL CERTIFICATE

A Class B Secondary Professional Certificate authorizes the holder to teach in grades seven through twelve and is valid for eight years. This certificate may be issued to a person who meets the following requirements:

1. Has graduated with a baccalaureate degree from a standard institution and has met requirements as prescribed by the State Board of Education for the education of secondary teachers.
2. Has completed the institution's program approved by the National Council for the Accreditation of Teacher Education for the education of secondary teachers or has earned the minimum basic credits listed below:

SUBJECTS	*Quarter Hours*
Professional Education	31½
Must include the following minimum requirements:	
Human Growth, Development, and Learning	4½
Principles, Philosophy, and Foundations of Education	4½
Materials and Methods of Teaching Major or Minor Subject	4½
Student Teaching of Major or Minor Subject	9
English, Literature, and Speech	21
Must include one course in Speech	

Social Science Must include a minimum of 4½ quarter hours in each of two of the following: history, economics, political science, sociology, cultural anthropology, or geography.	18
Science Must include a full-year course in either a biological or a physical science. The remaining credits must be the other science.	18
Mathematics	4½
Psychology	4½

3. That he has to his credit an academic major of thirty-six to forty-five quarter hours in an approved subject.
4. That he has to his credit an academic minor of twenty-seven quarter hours in an approved subject.

ELEMENTARY-SECONDARY CERTIFICATES

CLASS B ELEMENTARY-SECONDARY PROFESSIONAL CERTIFICATE

A Class B Elementary-Secondary Professional Certificate authorizes the holder to teach specified subjects or to perform specified services in grades one through twelve and is valid for eight years. This certificate may be issued to a person who meets the following requirements:

1. Has graduated with a baccalaureate degree from a standard institution with a major in art, health, and physical education, industrial arts, recreation, music, library, or science, guidance and counseling, speech, speech therapy, or speech correction.
2. Has completed the institution's program approved by the National Council for the Accreditation of Teacher Education or has earned the minimum basic credits listed below:

SUBJECTS	*Quarter Hours*
Professional Education	31½
Must include the following minimum requirements:	
Human Growth, Development, and Learning	4½
Principles, Philosophy, and Foundations of Education	4½
Materials and Methods of Teaching	6
Student Teaching	9
Electives	7½
NOTE: In Materials and Methods of Teaching and Student Teaching where there are no courses that apply to both elementary and secondary levels, a minimum of three quarter hours of credit must be earned in elementary education and a minimum of three quarter hours of credit must be earned in secondary education.	
English, Literature and Speech Must include one course in Speech.	21

Social Science Must include a minimum of 4½ quarter hours in each of two of the following: history, economics, political science, sociology, cultural anthropology, or geography.	18
Science Must include a full-year course in either biology or a physical science. The remaining credits must be in the other science.	18
Mathematics	4½
Psychology	4½

3. That he has to his credit an academic major of thirty-six to forty-five quarter hours in an approved subject or service area.

4. That he has to his credit an academic minor of twenty-seven quarter hours in an approved subject or service area.

HOME ECONOMICS CERTIFICATE

For a teaching major in Home Economics with a minor in a field other than Home Economics, the following requirements must be met in Professional Education and in Home Economics:

	Quarter Hours
Professional Education	31½
Human Growth, Development, and Learning	4½
Principles, Philosophy, and Foundations of Education	4½
Home Economics Education	9
Directed Teaching in Home Economics	9
Electives in Secondary Education	4½
Home Economics	67½
Child Development and Family Relations	9
Clothing and Textiles	9
Foods and Nutrition	9
Home Management and Family Economics	9
Housing, Interiors, and Equipment	9
Art (Elements of Design and Principles of Art applied to Individual and Family Living)	4½
Electives in two or more of the areas listed above exclusive of Art	18

The courses in Home Economics must include Directed Observation and Participation in a Child Development Laboratory and a minimum of six weeks' residence in a Home Management House or equivalent planned and supervised residence experience in a home.

For a major in Home Economics with a minor in a Home Economics Subject Field, a minimum of sixty-two and one-half quarter hours of credit will be required. The credits must be earned in the Home Economics Subject Fields as listed above exclusive of Art.

The additional eighteen quarter hours of credit required for a minor in a Home Economics Subject Field must be earned in one of the fields as listed above with the exclusion of Art.

EDUCATION

ED 91. INTRODUCTION TO FRESHMAN STUDIES A No Credit

The purpose of this course is to assist the freshman student in his understanding of the new college environment, and how best to align his thinking and actions to elicit the greatest amount of good from this new experience. *Required of all beginning or transfer freshmen.*

ED 101. PHILOSOPHY OF EDUCATION 4 A,W,S

A study of the basic philosophies and principles of education with emphasis on the aspects of a Christian education which may be applied in the student's own college program and career. Reference is made to the following books by Ellen G. White: *Education; Counsels to Parents, Teachers and Students;* and *Fundamentals of Education.* Other text materials are keyed to standard works in the field.

ED 111. ORIENTATION TO TEACHING 4 A,W,S

A course designed to give the prospective teacher an understanding of the principles and procedures of teaching; includes an overview of the American School system, and the preparation and qualities essential for successful teaching in public and private schools. Occupational and educational guidance will be provided. Students will perform duties as teacher-aides one hour per week.

ED 221. EDUCATIONAL PSYCHOLOGY 4 A,W

A study of the nature and fundamental principles of learning; procedures and conditions which make for efficient learning and retention; the chief forms of learning and application to teaching problems. *Prerequisite:* PY 101.

ED 231. PRINCIPLES OF ELEMENTARY EDUCATION 4 A,W

A course designed to give the prospective teacher an understanding of the principles and procedures employed in the organization and management of an elementary classroom. Opportunity is given for observing and assisting in laboratory classrooms. *Prerequisite:* ED 111.

ED 241. PRINCIPLES OF SECONDARY EDUCATION 4 W

A course designed to give the prospective teacher an understanding of the purposes, organization and operation of the secondary school. Consideration is given to problems of guidance and classroom management. Opportunity is given for observing and assisting in laboratory classrooms. *Prerequisite:* ED 111.

ED 301. METHODS AND MATERIALS OF TEACHING IN THE ELEMENTARY SECHOOL 4 A,W

A block of methods and materials common to most disciplines and areas of teaching in the elementary school. *Prerequisite:* Admission to the Teacher Education Program.

ED 302-310. SPECIAL TEACHING METHODS IN THE ELEMENTARY SCHOOL

A series of courses in methods and materials peculiar to or generally used in teaching particular subject matter. Elementary majors will be required to select one course in this area which is in their area of concentration, in addition to ED 302. *Prerequisite:* ED 301 and admission to the Teacher Education Program. (The teaching of Special Elementary Methods courses is the responsibility of the respective academic departments).

ED 302. METHODS IN TEACHING READING IN THE ELEMENTARY SCHOOL 4 A,W,S

Required of all elementary education majors.

ED 303. METHODS IN TEACHING LANGUAGE ARTS IN THE ELEMENTARY SCHOOL 4 W,S

ED 304. METHODS IN TEACHING MATHEMATICS AND SCIENCE IN THE ELEMENTARY SCHOOL 4 W,S

ED 305. METHODS IN TEACHING SOCIAL STUDIES IN THE ELEMENTARY SCHOOL 4 W,S

ED 306. METHODS IN TEACHING MUSIC IN THE ELEMENTARY SCHOOL 4 W,S

ED 307. METHODS IN TEACHING ART IN THE ELEMENTARY SCHOOL 4 W,S

ED 310. METHODS AND MATERIALS OF TEACHING IN THE ELEMENTARY SCHOOL 4 W,S

A core of methods and materials appropriate to the teaching of language arts, social studies, science, and math. Emphasis will be placed on the organization of materials and their presentation in the fulfillment of basic aims and curriculum requirements for these academic disciplines at the elementary level.

ED 311. CHILD GROWTH AND DEVELOPMENT 4 A,S

The physiological and psychological characteristics of the various age levels. A consideration of sex differences in growth and the interaction of developmental forces during pre-adolescence and early adolescence. Evaluation of the effects of heredity and environmental influences on the health, growth, and development of children.

ED 321. METHODS AND MATERIALS OF TEACHING IN THE SECONDARY SCHOOL 4 A,W

A core of methods and materials common to most disciplines and areas of teaching in the secondary school. Secondary minors will be required to take this course and one additional course from the ED 322-329 *Special methods in teaching block* to complete requirements for certification. *Prerequisite:* Admission to the Teacher Education Program.

ED 322-329. SPECIAL TEACHING METHODS IN THE SECONDARY SCHOOL

A series of courses in methods and materials peculiar to or generally used in teaching particular subject matter, one of which must be selected by those planning to teach in secondary schools, either in their major or minor teaching area. *Prerequisite:* ED 321, and admission to the Teacher Education Program. (The teaching of Special Secondary Methods courses is the responsibility of the respective academic departments).

ED 322. METHODS IN TEACHING ENGLISH IN THE SECONDARY SCHOOL 4 W,S

ED 323. METHODS IN TEACHING SOCIAL STUDIES IN THE SECONDARY SCHOOL 4 W,S

ED 324. METHODS IN TEACHING MATHEMATICS IN THE SECONDARY SCHOOL 4 W,S

ED 325. METHODS IN TEACHING BUSINESS IN THE SECONDARY SCHOOL 4 W,S

ED 326. METHODS IN TEACHING SCIENCE IN THE SECONDARY SCHOOL 4 W,S

ED 327. METHODS IN TEACHING FOREIGN LANGUAGES IN THE SECONDARY SCHOOL 4 W,S

ED 328. METHODS IN TEACHING HOME ECONOMICS IN THE SECONDARY SCHOOL 4 W,S

ED 329. METHODS IN TEACHING SECRETARIAL SCIENCE IN THE SECONDARY SCHOOL 4 W,S

ED 341. AUDIO-VISUAL EDUCATION 4 W

A study of the principles, aims, and uses of educational media; practical application of theory and principle.

ED 351. FOUNDATIONS OF EDUCATION 4 S

A study of the historical, philosophical, and sociological foundations of American education. *Prerequisite:* ED 231, or 241.

ED 361. EDUCATIONAL TESTS AND MEASUREMENTS 4 S

To provide functional knowledge of the meaning, use, and operation of tests and measurements in the schools of today. The role of measurement in instruction, the development of standardized and teacher-made tests, and their particular functions are stressed. Different types of tests and grading procedures are studied. *Prerequisite:* MA 101 or equivalent, ED 221, and an appreciation for figures. ED or PY 371 or a knowledge of probability would facilitate student appreciation. Materials Fee, $3.00.

ED 371. STATISTICS IN EDUCATION 4 W

An introductory study of statistical procedures employed in testing and research. Among the topics covered are frequency distribution, the normal curve, measurement of central tendency, measurement of variability, standard and centile scores, correlation and assembly.

ED 411, 412. DIRECTED TEACHING IN THE ELEMENTARY SCHOOL 5,5 A,W,S

Directed observation and practice teaching in the elementary school. (Special provision may be made to take this as a ten hour block in one quarter as a teaching internship when approved by the Teacher Education Council.) *Prerequisite:* Completion of required methods and materials courses, application, and approval of the Teacher Education Council.

ED 421, 422. DIRECTED TEACHING IN THE SECONDARY SCHOOL 5,5 A,W,S

Directed observation and practice teaching in the secondary school. (Special provision may be made to take this as a ten hour block in one quarter as a teaching internship, when necessary classes under qualified critic teachers are available and when approved by the Teacher Education Council.) *Prerequisite:* Completion of required methods and materials courses, application, and approval of the Teacher Education Council.

PHYSICAL EDUCATION AND HEALTH

The activities program consists of the following indoor and outdoor carry-over games:

Team Sports	*Individual and Dual Sports*
Basketball	Archery
Conditioning Exercises (Calisthenics)	Badminton
Flagball	Golf
Softball	Tennis
Touch Football	Track Activities
Volleyball	Swimming (in the future)

PE 101, 102, 103. FRESHMAN PHYSICAL EDUCATION 1,1,1 A,W,S
Required of *all* freshmen. Body mechanics, introduction to three team sports.

PE 201, 202, 203. SOPHOMORE PHYSICAL EDUCATION 1,1,1 A,W,S
Required of *all* sophomores. Body mechanics, introduction to three individual and dual sports. *Prerequisite:* 101, 102, 103.

PE 211. HEALTH PRINCIPLES 2 A,W,S
A practical study of the principles of healthful living, including a study of the basic physiological processes. The health instruction found in the writings of Mrs. E. G. White are given special emphasis.

PE 301, 302, 303. JUNIOR-SENIOR PHYSICAL EDUCATION 2,2,2 A,W,S
Coaching and officiating team sports.

PE 311. SCHOOL HEALTH 2 A,W,S
A study of the school environment, with emphasis on ways to safeguard the health of school children, and of materials available for school health-education program. A unit will be devoted to a study in physical exercises, playground supervision, and team games for grades 1-6; the meaning of play and its relation to school life; participation and teaching of calisthenics and games in the Laboratory School. This course does not meet PE requirements but may be applied toward Elementary Education.

Note: All intramural sports activities must be under the control and supervision of the Physical Education Instructor.

NURSING

NU 101. INTRODUCTION TO NURSING AND COMMUNITY HEALTH 4 S
An introduction to the field of nursing, concerned with developing the concept of what a profession is, what is involved in professional responsibility, and what Christian nursing is; health, and its meaning to the individual, the community, and the nurse as a teacher of health. Special emphasis is placed on the health counsel found in the writings of Mrs. E. G. White.

IV. DIVISION OF HUMANITIES

DEPARTMENT OF ART

AR 211. DRAWING 2 A

The development of the concepts and techniques required in order to accomplish competent graphic expression will be approached in the following media: pencil, ink, charcoal, pastels, chalk, brush and pen, conte crayon; and studies into the following techniques: sketching, line drawing, contour and cross hatch drawing, sculptural and atmospheric drawing, ink, brush and wash drawing. Four studio hours a week.

AR 221. OIL PAINTING 2 W

Exploration of technical, formal, and expressive possibilities of the oil medium. Drawing is a prerequisite. Four studio hours a week.

AR 231. DESIGN 2 S

Applied design and its use in the various fields of art. Experience with art materials and problems to develop a creative attitude. An understanding of commercial lettering and layout and color theory. Design problems involving creative products, architecture, interiors, furniture, clothing, the abstract and the conservative, etc.

AR 241. TEXTILE DESIGN 2 W

An applied study of materials and methods will be approached with particular emphasis upon those appropriate to the areas of batik, silk-screening, tie-dying, blockprinting and creative stitchery. Four studio hours a week.

AR 251. CERAMICS 2 S

The uses of various clays in pottery making and sculpture will be approached with emphasis on design and the development of skill in the manipulation of tools and materials. Four studio hours a week.

FA 201, 202, 203. FINE ARTS SURVEY 2,2,2 A,W,S

This is a general education course required of all students. It is a course taught jointly by the Art and Music Departments and is intended to introduce the student to the world's masterpieces of art and music.

DEPARTMENT OF ENGLISH AND LITERATURE

Freshman and Sophomore Information

The purpose of the English Department is to help train the student to express himself correctly and effectively. During Orientation, a battery of tests will be given to all students. Using these tests and the ACT scores as guidelines, the student—if shown to be deficient in the basics of communication—will attend a two-hour Communications Laboratory session once a week. Those achieving at least a B in the autumn quarter Lab. work will no longer be obliged to attend the Lab. sessions. If the work is still below a B at the end of the winter quarter, the student will continue in Lab. for the third quarter.

There will also be administered during Orientation a battery of reading diagnostic tests. Students shown to be reading and

comprehending at sub-college levels will be directed into a developmental reading class. No student will be severed from the reading program until his performance reaches minimum acceptable college standards.

There will be a comprehensive examination given to all freshmen at the end of spring quarter. Half of it will deal with the material covered in EN 103; the other half will test on the basic skills taught in the Laboratory sessions. Any student who fails to pass the Lab. examination (C or above) will repeat the Lab. session for as many quarters as it takes for him to successfully pass a final Lab. examination. Beginning in 1970-71 there will be a Lab. examination scheduled for those students at the end of each quarter. No student will be permitted to take the Sophomore English Proficiency Examination (formerly called Senior Proficiency Examination) until he has successfully met the Lab. requirements. The student who fails this examination (D or below) will then be placed on academic probation with a reduced load until the end of his next quarter in residence, when he will again be tested.

All Oakwood students are required to take EN 101-02-03 (plus labs., if needed); EN 111 (if needed); and EN 201-02.

Majors and Minors

The major and minor are encouraged to take—if they find it feasible—more than the minimum requirements. The goal is excellence in student achievement. No slipshod work will be tolerated. Majors who are willing to really master their subject matter are more than welcome.

The major is expected, by the end of his sophomore year, to have met what the department considers minimum scholastic standards (2.5 in major and minor fields; 2.00 overall) before he begins the bulk of his upper division work. It is hoped that he will (by the end of his senior year) have raised it to 3.00 in his major and minor fields and 2.5 overall. Students may be accepted on a probationary basis if the English staff concurs with the student's request that he be allowed to do so and believes that the individual is sincerely attempting to improve his scholastic performance.

The English minor is expected to meet the same scholastic requirements as the major.

The English Department staff members—in their attempts to upgrade the scholastic image of the department—recommend that the following items be considered on a par with the grades received in the English classes: (1) A strong systematic reading program will be required for all majors. (Minors will be responsible for 50% of the major's reading requirements.) The world's great literary masterpieces will be covered at the student's own convenience. All departmental classes will coordinate this reading with

the class content. At the end of the four years, an English comprehensive exam will be given to all majors; a large percentage of this test will deal with this reading. No student will be awarded the degree without passing this exam. (2) All majors are expected to attend all English Club functions. Record will be taken and will be entered in the student's cumulative English records. Students failing to support the department's activities should not expect to receive their B.A. degree in English from Oakwood College.

Minors are strongly urged to attend all English Club functions; records will be kept in the minor cumulative files. Although the minor's reading program is not as extensive as that of the major, he will be expected to pursue an abbreviated version of the program. There will be a senior comprehensive exam for the minor as well as the major.

A major or minor may not receive a grade lower than C in any course that counts toward his major or minor.

BACHELOR OF ARTS IN ENGLISH

COURSE REQUIREMENTS

English Major

World Literature (EN 201, 202)	8 hours
American Literature (EN 301, 302)	8 hours
English Literature (EN 311, 312)	8 hours
Contemporary Literature (EN 323)	4 hours
Journalism or Creative Writing (EN 331 or EN 351)	4 hours
Afro-American Literature (EN 401)	4 hours
Descriptive Grammar (EN 411)	4 hours
Linguistics or History English Language (EN 412 or EN 413)	4 hours
Two of the four (One must be EN 441 or EN 451) (EN 441, EN 451, EN 461, EN 471)	8 hours
Total Major Hours	52 hours
Cognates: History 321, 322 (all majors)	8 hours
Typing 111, 112*	4 hours

It is strongly recommended that the major also take Eng. 361 and Eng. 421 if he plans to teach.

The student majoring in English must also have a full minor (at least 30 hours) in a content field.

English Minor

World Literature (EN 201, 202)	8 hours
American Literature (EN 301, 302)	8 hours
English Literature (EN 311)	4 hours
Journalism or Creative Writing (EN 331 or EN 351)	4 hours
Descriptive Grammar (EN 411)	4 hours
Romanticism or Victorianism (EN 461 or EN 471)	4 hours
One of these five (EN 323, EN 401, EN 412, EN 413, EN 421)	4 hours
Total Minor Hours	36 hours

It is strongly recommended that the minor take Eng. 361 if he plans to teach.

* Required for all majors and minors who did not take typing in high school.

EN 101-102-103. FRESHMAN COMPOSITION 4-4-4 A-W-S

The course deals with the fundamentals of writing, reading, speaking, and listening, with special emphasis on the sentence, the paragraph, and the short theme. The friendly letter, the business letter, and the longer composition and report are emphasized. There will be a lab (2 hours per week) for those students needing further work in the basics.

EN 111. DEVELOPMENTAL READING 2 A,W,S

This course is intended to help the student develop and improve his reading ability. The course may be repeated but without credit. The class will meet four periods a week.

EN 201, 202. WORLD LITERATURE 4,4 A,W

An extensive survey of the literature of the world, ancient, medieval and modern, including Persia, Arabia, India, Greece, Rome, Japan, China, Africa, Europe, and the Americas.

EN 301, 302. AMERICAN LITERATURE - SURVEY 4,4 A,W

301: Colonial Period to the Civil War. (John Smith through Sidney Lanier).

302: Civil War through World War I. (Walt Whitman through William Dean Howells).

EN 311, 312. ENGLISH LITERATURE - SURVEY 4,4 A,W

311: Anglo-Saxon Period through Neoclassic Period. (Beowulf through Samuel Johnson).

312: Pre-Romanticism through Early Modern (World War I). (Blake through Hardy).

EN 323. MODERN AND CONTEMPORARY LITERATURE 4 S

Post-World War I to the present. Emphasis on British and American authors, but contemporary continental authors are also included. Prerequisite for English majors and minors: Eng. 301, 2 or 311, 312.

EN 331. JOURNALISM 4 W

The principles of news reporting and elementary journalism are studied. Firsthand experience is gained in writing newspaper articles and in news reporting.

EN 351. CREATIVE WRITING 4 S

Designed to meet the needs of those interested in developing skills in creative writing, non-fiction, and poetry.

EN 361. PARLIAMENTARY PROCEDURE 4 A

Subjects covered are correct procedure for speaking out in meetings; how to chair meetings effectively; how to conduct panel discussions; how to handle motions and amendments; duties of officers, and practice in performing them.

EN 401. AFRO-AMERICAN LITERATURE 4 S

A survey designed to introduce the student to literature written by black writers. Although other nationalities will be represented, the major emphasis will be upon literature produced in the United States.

EN 411. DESCRIPTIVE ENGLISH GRAMMAR 4 A

An intensive study of English grammar from both the traditional and the linguistic points of view.

EN 412. INTRODUCTION TO LINGUISTICS 4 W

Historical backgrounds; the nature and functions of language; elementary phonetics; phonemics, morphology, morphophonemics; syntax; immediate constituents; transformational grammar; Indo-European backgrounds; simple comparisons; language differences; dialects and dialect geography; the development of writing systems; and current applications of linguistic science.

EN 413. HISTORY OF THE ENGLISH LANGUAGE 4 S

A study of the development of the language, with emphasis on the sound system and grammar; application of historical insights into problems of teaching English.

EN 421. AMERICAN LITERARY MASTERS 4 S

A study in depth of selected writers in American Literature. *Prerequisite:* EN 301, 302.

EN 431. BRITISH LITERATURE EPIC AND ROMANCE (Period Courses) 4 A

A study of Old and Middle English Literature, with emphasis on Mallory and Chaucer.

EN 441. MEDIEVAL AND RENAISSANCE LITERATURE 4 W

English literature: Middle Ages through the Elizabethan Age.

EN 451. ROMANTICISM 4 S

Survey of the prose and poetry of the period 1785 - 1837 with special attention to the writings of Blake, Wordsworth, Coleridge, Keats, Byron, and Scott.

EN 461. VICTORIANISM 4 W

A survey of the period from 1837 through 1901, with special attention to the writings of Tennyson, Dickens, Arnold, Browning, Carlyle, Kipling, and others.

MODERN LANGUAGES

French

ML 101-102-103. BEGINNING FRENCH 4-4-4 A-W-S

Study of the fundamentals of grammar with elementary conversation and reading of simple material on French culture. Stress on accurate pronunciation. Laboratory required.

ML 201-202-203. INTERMEDIATE FRENCH 3-3-3 A-W-S

Review of grammar with written and oral practice. Graded reading on life and culture in France, ranging from simplified material to standard authors. Laboratory required. Prerequisite: ML 103 or equivalent.

ML 301. FRENCH CIVILIZATION 4 A

A speaking-reading-writing approach to the higher peaks of French literature, with appropriate background material.

ML 302, 303. SURVEY OF FRENCH LITERATURE 2,2 W,S

Directed readings. Vocabulary-building exercises.

ML 304, 305, 306. FRENCH CONVERSATION AND COMPOSITION 2-2-2 A-W-S

Study of vocabulary and idioms in everyday use. Practice in writing French idiomatically with drills on difficult points of grammar.

ML 401. FRENCH LITERATURE (Through the Revolution) 3 A
A study of the most representative works and authors.

ML 402, 403. FRENCH LITERATURE (Through the 18th and 19th Centuries) 2,2 W,S
A study of the most representative works and authors.

ML 405, 406. FRENCH LITERATURE (Through the 20th Century) 2,2 W,S
A study of the most representative works and authors.

German

ML 111-112-113. BEGINNING GERMAN 4-4-4 A-W-S
A course designed primarily to give the student a solid background for a substantial reading knowledge of German. This background consists of emphasis on grammar and vocabulary with limited composition and conversation. Laboratory required.

ML 211-212-213. INTERMEDIATE GERMAN 3-3-3 A-W-S
The student, in addition to having a grammar review, receives a functional use of his reading knowledge by reading writings in German literature and thoughts on science, philosophy, fine arts, etc. Laboratory required. *Prerequisite:* ML 111-112-113 and/or 75% correct on first year standardized vocabulary test.

ML 311. ADVANCED CONVERSATION AND COMPOSITION 4 A
A study of the idiomatic aspects of the German language with the goal of fluency in speaking and writing. *Prerequisite:* ML 211-212-213.

ML 312. SURVEY OF GERMAN LITERATURE 4 W
A study of the lives and directed readings of famous German authors from Goethe to the present.

ML 313. INDEPENDENT READING 1-3 S
Selected readings related to a specific subject. This course should be taken only upon approval from the head of the German Department.

Spanish

A Minor will constitute 21 quarter hours of actual courses of Lower Division taught at Oakwood College plus 6 hours of Upper Division.

Students coming from other institutions who do not take the full minor at Oakwood College will be given a comprehensive examination in addition to the last final examination in the particular final quarter of completion.

ML 121-122-123. BEGINNING SPANISH 4-4-4 A,W,S
This is not a foundation course! It is an intensive course of practical Spanish grammar with lessons in reading, writing, oral reading, audio-visual comprehension, pronunciation, intonation and translation exercises that utilize lengthy vocabularies and idioms memorized weekly. This course is rich with the varied cultures of Spain, Mexico and twenty some odd

countries of Latin America as well as current Spanish in several states in the Southwest of the United States. Students with two or more years of High School Spanish will profit greatly from this course. However a waiver and enrollment into ML 221-222-223 may be obtained if a satisfactory score is obtained on the standardized entrance examination which is administered during the registration sessions. For 12 hours credit a very superior score is required, as well as full payment of the current tuition costs. Classes are held 5 days per week.

ML 221-222-223. INTERMEDIATE SPANISH 3-3-3 A-W-S

A general review plus progressive amplifications and applications of verb conjugations of all tenses and modes through substitution pattern drills which facilitate language learning. Each lesson has vocabularies, idioms, cultural readings, questions, pattern drills, exercises and conversational topics. *Prerequisite:* ML 123 or examination.

ML 321-322. SURVEY OF SPANISH LITERATURE 4-4 A-W

An anthology of selected authors from Spain from the 12th century through 1900. ML 322 is an anthology of the generation of 1898 and after.

ML 331. SPANISH CIVILIZATION 4

This course is taught from the latest text published of Spain's History. It can be offered any quarter. Student demand will be the controlling factor.

MUSIC

"Musical training is a more potent instrument than any other, because rhythm and harmony find their way into the inward places of the soul, on which they mightily fashion."—*Plato*

The courses in the department of music are designed not only to develop an intelligent and appreciative attitude toward music but also to guide students who need training to become teachers, performers, and musical leaders in Christian service.

All candidates for work in the department are tested for their general musical ability and must demonstrate to the music department their aptitude and technical facility for specialization in music.

All majors must audition for the music faculty before enrolling in an applied field. Sincerity of purpose, application, and aptitude must be demonstrated during the first year before full status as a major student is granted. An examination in the basic elements of music is administered at the beginning of each school year to determine the student's qualification for entering.

Participation in a musical organization is required for each quarter in residence. Voice majors must be in the college choir, string majors in the orchestra, and brass and woodwind majors in the orchestra or band. Piano and organ majors may elect up to six credits of Ensemble as partial fulfillment of the organization requirement.

Voice majors will elect piano unless they are able to pass the Piano Proficiency Examination. Organ majors will elect piano, and piano majors will elect organ. Instrumental majors may count their additional hours in instrumental techniques as fulfilling this requirement. All majors and minors will consider choir a class.

Basic Conducting is required of all majors. Voice and instrumental majors elect both Instrumental and Choral Conducting, while keyboard majors may elect either.

Voice majors must enroll for Singer's Diction and Vocal Techniques.

Piano majors must enroll for Piano Pedagogy and Literature.

All music majors and minors must pass a proficiency examination.

All music majors and minors will appear before the faculty at the conclusion of each quarter for a jury examination. All graduating music majors will appear before the music faculty for an oral comprehensive examination.

Electives chosen should be on the basis of the student's interest and capacity. All choices of electives must be approved by the student's adviser.

All junior and senior piano and organ students will be required to do a certain number of hours accompanying for the various ensembles. A grade for this work will be averaged with work done in private study.

DEGREES - DEGREE CURRICULA

Degrees: Bachelor of Arts—Applied Music; Bachelor of Music in Music Education, Voice, Piano, Choral or Instrumental; Bachelor of Music in Performance—Piano or Violin or Voice.

Major (Bachelor of Arts): 70 credits including courses MU 114-115-116, 211-212-213, 124-125-126, 321-322-323, 324; 12 credits of electives. The B.A. with a major offers a liberal arts education with orientation toward music. Students interested in graduate study or a career in music are referred to the Bachelor of Music curricula.

Major in Music Education (Bachelor of Music): 118 credits including courses MU 114-115-116, 211-212-213, 214-215-216, 311-312-313, 314-315, 414, either 415, or 416, 124-125-126, 321-322-323, 324, 330-339, 342-343-344, 444-445, 261-263, 361-363; 6 credits in minor performance (piano unless the piano proficiency examination is passed), 3 credits in ensemble, 12 credits in major performance, 8 hours of electives. Students will also take the courses required for State teacher certification.

Major in Piano or Violin Performance (Bachelor of Music): 106 credits including courses MU 114-115-116, 211-212-213, 214-215-216, 311-312-313, 314-315, 414-415, 124-125-126, 321-322-323, 324, 451 or 452, 261-262-263; 3 credits in ensemble and 27 credits in major performance, 8 hours in electives.

Major in Voice Performance (Bachelor of Music): 113 credits including courses MU 114-115-116, 211-212-213, 214-215-216, 311-312-313, 314-315, 124-125-126, 321-322-323, 324, 455, 351-352-353, 261-262-263; 6 credits in Choral Ensemble, 6 credits in Piano, 8 credits in electives, 24 credits in Voice.

Minor (Bachelor of Arts): 33 credits including the courses MU 114-115-116, 124-125-126, 321-322-323, 324; 6 credits of applied music, and 8 credits in electives.

Minor (Bachelor of Music) *in Music Education:* 81 credits including the courses MU 114-115-116, 211-212-213, 124-125-126, 321-322, 324, 342-343, 444-445, 261-263; 9 hours of applied music, 8 hours of electives.

Cognates: Two years of one modern foreign language. (French or German is recommended.)

Other Requirements: The completion of the general requirements for the baccalaureate degree.

A recital in the student's performing medium, before the music faculty, is required of music minors.

No grade below "C" may apply on a major or minor.

It is understood that a heavy program will cause variation in the curriculum pattern. However, students must complete all of the lower division courses before registering for upper division courses.

MUSICAL STRUCTURE AND ORGANIZATION

MU 111-112-113. FUNDAMENTALS OF MUSICIANSHIP 2-3-3 A-W-S

A course designed to strengthen the weakness of prospective music majors or minors who have had limited musical experience other than their performance medium. Not credited toward a music major, or minor. *Prerequisite:* Recommendation by music department faculty.

MU 114-115-116. MUSICAL MEASUREMENTS 4-4-4 A-W-S

The measurements and organization of intervals, chords, scales, modes, and modulation and their application in the structure of outstanding music literature. Keyboard harmony, ear training, sight singing, and creative writing are correlated activities. *Prerequisites:* MU 111-112-113 or examination.

MU 211-212-213. MUSICAL MEASUREMENTS 4-4-4 A-W-S

A continuation of MU 114-115-116 with emphasis on the measurements and the organization of chromatic chords and their application in the structure

of outstanding music literature, keyboard harmony; creative writing, ear training and sight singing are correlated activities. *Prerequisite:* MU 114-115-116 or equivalent.

MU 214-215-216. SIGHT-SINGING 1-1-1 A-W-S

Designed to refine the technique of aural perception and measurement, this course in addition deals with rhythm (internal and external) and is mainly class drill-work of measuring concepts learned in MU 111-113, or 114-116.

MU 311-312-313. MUSICAL MEASUREMENTS 2-2-2 A-W-S

(311) This course introduces the student to the whole concept of basic contrapuntal practices and principles. The emphasis is on simple counterpoint and the five species in two and three voices.

(312) As a continuation of 311, this course proceeds with writing in the various species. More emphasis is on three and four voices, and in the florid contrapuntal context.

(313) Correlation is made between 16th and 18th century contrapuntal practices. Canons, inventions, and the fugue are studied and the techniques and devices used in such writing are analyzed aurally and visually.

MU 314-315. TENSIONAL ANALYSIS 2-2 A-W,Su

A learning of the technique of graphically stating tension and resolution in music by plotting frequency or the amount of activity of a musical element. The second portion of the courses (315) consists of relating the above techniques to the analyzing of forms, periods, and composers. *Prerequisite:* MU 211-212-213.

MU 411, 412. COMPOSITION 2-2 A-W

Principles of composition in the smaller forms; written work modeled on the analysis of such forms as the chorale, the art song, and the rondo. *Prerequisites:* MU 213; 313 recommended.

MU 414. INSTRUMENTATION 2 A

A study in the characteristics and limitations of band and orchestral instruments.

MU 415. ORCHESTRATION 2 W

A study in orchestral scoring and/or arranging supplemented by readings and score-study of great orchestrators (e.g. Berlioz, Korsakov, Wagner, Montovani, etc.). *Prerequisite:* MU 414.

MU 416. BAND ARRANGING 2 S

A study in band arranging supplemented by readings and score-study of great band arrangers (e.g. Sousa, Dunn, Bloch, etc.). *Prerequisite:* MU 414.

MUSIC HISTORY AND LITERATURE

MU 124-125-126. SURVEY OF MUSIC LITERATURE 2-2-2 A-W-S

An introduction to the art of aural comprehension. Class discussion deals with the techniques of listening, an introduction to musical form, and an in-depth survey of the main periods of music history through the biographical study of representative composers. Required of all majors, the course will have as its final examination a listening test on which a score of 85% must be earned before being permitted further study as a major or minor. *Music Majors and Minors*, or permission from the head of the music department.

MU 321-322. MUSIC HISTORY (800 B.C. - 1800 A.D.) 4-4 A-W
A conceptual study of Music History.

MU 324. RESEARCH AND PRESENTATION 4 S
The research and presentation of a series of reports related to one music history topic chosen, after consultation with the instructor, by each student and traced from the earliest beginnings of that topic to the present. Particular emphasis is on the student's ability to apply his topic to different periods of Music History and also to instill within him the art and integrity of scholarly research. *For Majors and Minors Only.*

MU 323. CONTEMPORARY MUSIC (1900 -) 2 S
A study of representative schools and composers of contemporary music and application through original compositions, of their techniques. *For Majors and Minors Only.*

MU 421-422-423. SELECTED TOPICS IN MUSIC 1-1-1 A-W-S
Directed independent study on selected advanced topics. All study is done under the supervision of the instructor and elected only after consultation with the chairman of the department.

MUSIC EDUCATION

MU 330. PERCUSSION TECHNIQUES 1 A
Class instruction in the playing and teaching of percussion instruments.

MU 331. BRASS TECHNIQUES 3 A
Class instruction in the playing and teaching of brass instruments.

MU 332. WOODWIND TECHNIQUES 3 W
Class instruction in the playing and teaching of woodwind instruments.

MU 333. STRING TECHNIQUES 3 S
Class instruction in the playing and teaching of string instruments.

MU 342-343-344. MUSIC IN THE ELEMENTARY SCHOOL 2-2-1 A-W-S
The organization and presentation of the following phases of music will be studied: rote singing, note singing, part singing, song repertoire, child voice, rhythm band, notation, music history and appreciation. *Prerequisite:* MU 91 or examination.

MU 351-352-353. SINGER'S DICTION 2 A
The study of correct pronunciation of Italian, German, and French, enabling singers to perform the extensive literature available in these languages. Required of all voice majors.

MU 451. VIOLIN PEDAGOGY AND REPERTOIRE 3 S,Su
A synoptical study of the history of violin teaching as per the treatises of Geminiani and L. Mozart through the contemporary great pedagogues (e.g. Flesch, Dounis, Galamian, etc.). Also the student will study and play representative repertoire from each of the periods in which he is studying pedagogy and upon conclusion of the course will have made up a card file, as he went along, of representative pieces, the publishers, their grade level, etc. Required of all violin majors.

MU 452. PIANO PEDAGOGY AND LITERATURE 3 W
A course conducted as an introduction to the teaching of piano, including both the private and the class piano approaches. Combined with the prob-

lems of techniques, pedalling, sight reading, memorizing and interpretation will be a brief survey of piano literature as it applies to teaching situations. Required of all piano majors.

MU 455. VOCAL TECHNIQUE AND REPERTOIRE 3 W

A class conducted as an introduction to vocal repertoire representative of the major periods of music. This class also designed for singer and accompanist to enable a better working rapport. Required of all voice majors.

MU 444-445. SECONDARY SCHOOL MUSIC 2-2 A-W

The place of music as a legitimate subject in Junior and Senior High Schools is given careful attention in this course. Stress is placed on the structure and operation of good general music classes, the organization, and functioning of choral and instrumental groups, and the conducting of special interest classes at the senior high level.

MU 261-262-263. BEGINNING CONDUCTING 3 A

A study of the basic conducting patterns, and the technique of the preparation for the execution of various musical situations by which one is confronted in the score. *Prerequisite:* MU 111-112-113.

MU 361-362-363. ADVANCED CONDUCTING 3-3-3 A-W-S

This course deals with the finer details of choral and instrumental conducting. Admission restricted to music majors, music minors, and students advanced in music. *Prerequisite:* MU 114-115-116.

MU 366. PASTORAL MUSICIANSHIP 4 A,S

A survey of general musicianship and the study of problems related to the organization and cooperative implementation of musical activities in the church. Open to prospective pastors and other interested students. Not credited toward a music major or minor. *Prerequisite:* MU 121-122-123.

APPLIED MUSIC

MU 101-102-103. 1 or 2 A,W,S,Su

Class instrumental instruction. This course is designed for the beginning students who would like to take applied music in small groups of from two to five. Credit does not apply on music major or minor.

MU 104-105-106. 1 or 2 A,W,S,Su

Private instrumental instruction. Credit does not apply on music major or minor.

MU 191-192-193. 1 or 2 A,W,S,Su

Private instrumental instruction. *Prerequisite:* Freshman standing examination.

MU 291-292-293. 1 or 2 A,W,S,Su

Private instrumental instruction. *Prerequisite:* MU 191-192-193.

MU 391-392-393. 1 or 2 A,W,S,Su

Private instrumental instruction. *Prerequisite:* MU 291-292-293.

MU 494. SENIOR RECITAL 2 Arranged

Public performance of music on a high level of competence. For seniors only and students who study for the Bachelor of Arts Degree.

MU 495 2 A,W,S,Su

Private instruction in conducting.

Note: One hour credit each quarter will be allowed for a minimum of 10 half-hour lessons with four hours practice for each lesson. Participation in and attendance at student recitals, public and studio, will be considered a part of the regular work.

MUSIC CHARGES

Students who register for music lessons are expected to continue taking lessons throughout the quarter. No refund is made if lessons are dropped after the second lesson of any quarter, for reasons other than prolonged illness or withdrawal from school. Students who drop within the first week will be charged the single lesson rate of $4.00 per lesson. Students are entitled to, but may not receive a grade for less than a minimum of nine lessons. Lessons lost because of the student's irregularity in attendance may not be made up.

Class instruction in music, as well as individual instruction for which college credit is allowed, is charged for at regular tuition rates according to the credit hours involved. The quarterly charge for all private music lessons (piano, violin, voice, organ, etc.) in addition to tuition charges is as follows:

One lesson a week (or 9 per quarter)	$30.00
Two lessons a week (18 per quarter)	54.00
Single lessons (by special arrangement only)	4.00
Additional quarterly charge for use of practice room or instrument.	
One practice period a day	6.00
Two practice periods a day	10.00
Band fee per quarter	10.00

SPEECH

SP 201. FUNDAMENTALS OF SPEECH 4 A,S

A study of the basic principles of speech with particular emphasis given to delivery, speech composition, and oral interpretation. Laboratory fee $2.50 each quarter.

V. DIVISION OF NATURAL SCIENCES AND MATHEMATICS

AERONAUTICS

This program is designed to prepare students to receive the private pilot license and the commercial pilot license. Cost for completing requirements leading to the private license will total approximately $600.00, in addition to the regular tuition. A student may successfully complete the requirements for his license during one quarter or he may choose to complete the work over a period of two or three quarters. *All Aeronautics courses are non-credit* and will be offered as needed.

AE 101. LAB, BASIC AERONAUTICS

This course is designed to prepare students for the official Federal Aviation Agency written examination for the private pilot license. Instruction will cover pre-flight facts, federal aviation regulations, flight computer, navigation, radio navigation, meteorology, and weight and balance. Upon successful completion of this course the student will be awarded the Federal Aviation Agency Basic Ground School Certificate.

AE 111. ADVANCED METEOROLOGY

This is an advanced course in the study of meteorology pertinent to commercial flying. All private pilots should avail themselves of the information provided in this course whether or not they plan to secure a commercial pilot license. *Prerequisite:* Aeronautics lab or permission of the instructor.

AE 201. INSTRUMENT THEORY

This is an intensive course to prepare students for the Federal Aviation Agency written examination for the instrument rating. Topics covered will be: instruments and systems, federal air regulations, IFR flight charts, IFR planning and VOR flights, IFR clearances, and IFR approaches. *Prerequisite:* Aeronautics lab or permission of the instructor.

AE 211. INTRODUCTION TO MISSION FLYING

This is an introductory course covering some of the general aspects of mission flying anywhere in the world. Subjects covered will be aircraft performance, terrain flying, ADF navigation, emergency action, and survival. All pilots will benefit from the knowledge gained in this course whether they plan on mission flying or not. Upon successful completion of this course and Aeronautics 111 and 201 the student will be granted the Federal Aviation Agency Advanced Ground School Certificate. *Prerequisite:* Aeronautics lab or permission of the instructor.

BIOLOGY

The curriculum is designed to train the student in such a manner as to enable him to enter graduate or professional school, or to fill positions in schools and clinical or biological laboratories.

BACHELOR OF ARTS IN BIOLOGY

COURSE REQUIREMENTS

MAJOR (Biology) ..... 45 hours

Including BI 121, 122, 123; BI 225; BI 321; BI 322; BI 401-402-403; BI 421; and BI 422.

Required cognates: MA 111, 112, PH 111-112-113, CH 111-112-113, and CH 301-302-303.

MINOR (Field to be chosen) ..... 28 hours

MINOR IN BIOLOGY

BIOLOGY MINOR ..... 28 hours

Including BI 121, 122, 123. Eight credits must be upper division. One course in Botany must be taken.

BI 101-102. THE LIFE SCIENCES 4-4 A-W

This course is designed for non-science majors. It is a basic study of biological principles involving various plants and animals. A major objective is the presentation of the concept of man in his biological background. Three hours lecture, three hours laboratory each week. Does not apply on a major or minor.

BI 111-112-113. HUMAN ANATOMY AND PHYSIOLOGY 3-3-3 A-W-S

The study of the structure and function of the human organism. Three hours lecture, three hours laboratory each week. Does not apply on a major or minor. A student is strongly urged to take this course in sequence.

***BI 121, 122, 123. GENERAL BIOLOGY** 4,4,4 A,W,S

A study of the basic principles of biology and their exemplification in plants and animals. Three hours lecture, three hours laboratory each week.

BI 221. MICROBIOLOGY 5 S

A course designed for prenursing students. The nature of bacteria and disease-producing organisms with their habits and methods of reproduction and the relation of these organisms to disease in the human body are studied. Four hours lecture, three hours laboratory each week. Does not apply on a biology major.

***BI 225. EMBRYOLOGY** 5 A

A study of the embryonic development of animals with emphasis on the developmental morphology of vertebrates. Three hours lecture, six hours laboratory each week. *Prerequisite:* BI 121, 122, 123.

***BI 226. COMPARATIVE VERTEBRATE ANATOMY** 5 W

A study of the comparative anatomy of the chordates with emphasis on the vertebrates. Detailed dissections of the shark and cat are made in the laboratory. Three hours lecture, six hours laboratory each week. *Prerequisite:* BI 121, 122, 123.

***BI 321. GENETICS** 4 S

A study of the principles of inheritance in living organisms. Three hours lecture, three hours laboratory each week. *Prerequisites:* BI 121, 122, 123; CH 301-302-303.

***BI 322. PHILOSOPHY OF SCIENCE** 3 W

A study of the scientific method as it relates to primary origins and present-day distributions of living things. Evidences from archeology, the physical and biological sciences are examined. Three hours lecture each week. *Prerequisite:* BI 101-102 or BI 121, 122, 123.

***BI 331. HISTOLOGY** 4 A

A study of the microscopic anatomy of vertebrate tissues and organs including references to their functions. Two hours lecture, six hours laboratory each week. *Prerequisite:* BI 121, 122, 123.

***BI 401-402-403. BIOLOGY SEMINAR** 1-1-1 A-W-S

A discussion of the methods of science, types and sources of biological literature, and methods of information retrieval. Research methods are studied and reports of topics from current literature are presented. One hour each week. These courses must be taken in sequence (Juniors & Seniors only).

***BI 410, 411, 412. SPECIAL PROBLEMS IN BIOLOGY** 1-3 A,W,S

Directed independent study in an approved area. The student will be required to read widely on an assigned topic, follow research methods, and prepare a paper showing competence in and the extent of his study. Permission from the department chairman is required.

***BI 421. SYSTEMATIC BOTANY** 4 S

The principles of the classification of plants with emphasis on the local flora. Two hours lecture, six hours laboratory each week. *Prerequisite:* BI 121, 122, 123.

***BI 422. GENERAL PHYSIOLOGY** 5 W

The study of the physiology of plants and animals and related chemical and physical phenomena at the cellular and organ levels. Three hours lecture, six hours laboratory each week. *Prerequisites:* BI 121, 122, 123; CH 301-302-303; and PH 111-112-113.

***BI 425. GENERAL ECOLOGY** 4 S

A study of the basic principles of plant and animal ecology. Field trips to nearby areas illustrating these principles are a part of the laboratory. Two hours lecture, six hours laboratory each week. *Prerequisite:* BI 121, 122, 123.

* These courses are open *only* to biology majors and minors.

CHEMISTRY

The curriculum is structured to give our students the rigorous training that will qualify them to fill positions in high schools as chemistry instructors, and in the chemical industry as chemists; to satisfy the course requirements for medicine, dentistry, nursing, home economics, etc.

No grade below "C" may apply on a major or minor.

BACHELOR OF ARTS IN CHEMISTRY

COURSE REQUIREMENTS

MAJOR (Chemistry) ..... 45 hours

Including CH 111-112-113; CH 301-302-303; CH 321; CH 322, 323; CH 401; and CH 421.

Required cognates: MA 111, MA 112, MA 201-202-203, and PH 111-112-113.

MINOR (Field to be chosen) ..... 28 hours

MINOR IN CHEMISTRY

CHEMISTRY MINOR ..... 28 hours

Including CH 111-112-113, CH 301-302-303, and CH 321.

CH 101-102-103. SURVEY OF CHEMISTRY 3-3-3 A-W-S

A survey of inorganic, organic and biological chemistry for non-chemistry majors and minors.

CH 111-112-113. GENERAL CHEMISTRY 4-4-4 A-W-S

A survey of the fundamental laws and theories of chemistry with special emphasis on the working of problems and the relationship between atomic structure and the chemistry of the elements. This course also includes the fundamentals of qualitative analysis.

CH 301-302-303. ORGANIC CHEMISTRY 4-4-4 A-W-S

A detailed survey of the entire field of organic chemistry. It includes a general treatment of the mechanisms of organic reactions, resonance theory, the molecular orbital theory, the physico-chemical basis of synthetic reactions, and an introduction to nuclear magnetic resonance spectroscopy and infra-red spectroscopy as analytical tools. *Prerequisite:* CH 113.

CH 321. QUANTITATIVE ANALYSIS 4 A

The theory and practice of inorganic analytical chemistry, utilizing gravimetric, volumetric, colorimetric, and potentiometric methods. *Prerequisite:* CH 113.

CH 322, 323. PHYSICAL CHEMISTRY 4,4 W,S

A study of the fundamentals of chemical thermodynamics and chemical kinetics. Offered when required. *Prerequisites:* CH 113, PH 113, MA 211 or equivalent.

CH 401. BIOCHEMISTRY 5 S

A survey of the chemistry of carbohydrates, lipids, proteins, nucleic acids, intermediary metabolism, and certain physiological processes. Offered when required. *Prerequisites:* CH 301, CH 322.

CH 421. RESEARCH 1-4 A,W,S

An original investigation in pure or applied chemistry under the guidance of the staff. Open to chemistry majors in their junior and senior years. Offered when required.

HOME ECONOMICS

The objectives of the Home Economics Department are to develop a realization of the scope of Home Economics Education, to teach standards of healthful living, to increase the competence of prospective teachers, dietitians, and home economists and prepare students for opportunities in various areas of Home Economics.

BACHELOR OF SCIENCE IN HOME ECONOMICS

COURSE REQUIREMENTS

MAJOR (Home Economics) ..... 45 hours

Including HE 111, HE 121, HE 131, HE 141, HE 151-152, HE 201, HE 221, HE 301, HE 311, HE 312, HE 341, and 24 hours of upper division Home Economics courses.
Required cognates: BA 211, SO 361, CH 101-102-103.

MINOR (Field to be chosen) ..... 30 hours

Those planning to teach must meet state certification requirements (consult advisor).

MINOR IN HOME ECONOMICS

HOME ECONOMICS MINOR ..... 30 hours

Including HE 111, HE 131, HE 141, HE 311, HE 321, and 12 hours of upper division Home Economics courses.

BACHELOR OF SCIENCE IN HOME ECONOMICS

COURSE REQUIREMENTS

MAJOR (Dietetics) ..... 45 hours

Including HE 111, HE 121, HE 231, HE 301, HE 321, HE 421, HE 431, and 24 hours of upper division Home Economics courses.
Required cognates: BA 101, BA 351, CH 111-112, CH 321-322, CH 421. Additional courses should be chosen to meet the current requirements of the American Dietetic Association (consult advisor).

MINOR (Field to be chosen) ..... 30 hours

HE 111. FOOD PREPARATION 4 A,S,Su

The selection, care, composition, and preparation of foods.

HE 121. MEAL PLANNING 4 W

Menu planning, marketing, meal preparation and service. Three class hours and one laboratory period each week. *Prerequisite:* HE 111, or by approval.

HE 131. NUTRITION 4 A,S,Su

Principles of normal human nutrition. This course carries credit toward basic requirements in natural science.

HE 141. TEXTILES 2 A

A detailed study of the fabrics used in clothing and home decoration, with particular emphasis on modern synthetics and the popular wash-and-wear fabrics. A study of the structure, decoration, fiber content, appropriate and artistic use of current fabrics.

HE 151-152. CLOTHING SELECTION AND CONSTRUCTION 4-4 A-W

Artistic and economic factors are studied and applied to clothing for the family. Emphasis is placed on planning, buying, alteration, cost, care and renovation of clothing. This course offers students opportunities in construction of garments for the family using patterns to develop speed and confidence. Prerequisite HE 141, or by approval.

HE 153. ELEMENTARY CLOTHING CONSTRUCTION 2 Su

The development of an understanding of basic principles involved in the construction, selection, care and management in clothing the family. Garments adapted to student ability.

HE 201. ART IN RELATION TO HOME AND CLOTHING 4 S

Development of an understanding of art principles as used in the home and clothing. Personal and home problems considered.

HE 211. SOCIAL AND PROFESSIONAL ETHICS 2 A,S

A course designed to develop an understanding of the current social code for both men and women and to provide experience in its application to college life, home and community living. Acceptable modes of interacting in social and professional situations are presented.

HE 221. HOME MANAGEMENT 4 W

A study of management of time and energy, finance, food, and clothing, health and recreation, in homemaking and family life.

HE 231. EQUIPMENT AND HOME CARE 4 S

A study of kitchen planning and of the buying, operation, and care of electric and gas appliances and other articles of equipment used in home management.

HE 301. EXPERIMENTAL FOODS 4 A

Research methods applied to individual and class problems in food preparation. *Prerequisites:* HE 111, 121.

HE 311. CHILD CARE AND DEVELOPMENT 4 A,W,S,Su

The physiological and psychological characteristics of the various age levels. A consideration of sex differences in growth and the interaction of developmental forces during pre-adolescence and early adolescence. Evaluation of the effect of heredity and environmental influences on the health, growth, and development of children.

HE 312. LABORATORY IN CHILD GUIDANCE 2 S

Observation and participation in a nursery school or kindergarten.

HE 321. ADVANCED NUTRITION 4 W

A study of the principles of normal nutrition in the world field as applied to individuals of all ages. There are three hours in class and one in laboratory. *Prerequisites:* HE 111, 121, and 141, and Chemistry 101-102, or by approval.

HE 331. DIET THERAPY 4 A

The principles of nutrition applied to physiological conditions altered by disease and abnormalities. Three class periods and one laboratory each week. *Prerequisite:* HE 321.

HE 341. HOME MANAGEMENT IN RESIDENCE 4 S

Group living to give experience in managing a home, including budgeting, housekeeping, food preparation and service, and entertaining. Prerequisites: HE 111, 121, 131, 201, and 221.

HE 351. TAILORING 4 W

Principles involved in making suits and coats for women. Open only to those who show skill in the construction of garments. Prerequisites: HE 141, 151, or by approval. Offered even-numbered years.

HE 361. MARRIAGE AND THE FAMILY 4 S,Su

The ethics of family relationships, changing trends and functions of the modern family. An attempt is made to bring the student into contact with facts, principles, attitudes and problems that are likely to play a part in marriage.

HE 371. MATERIALS AND METHODS OF TEACHING HOME ECONOMICS 4 A,Su

Objectives of home economics education in the total school program, with special emphasis on student needs in the elementary and secondary levels.

HE 401. DRESS DESIGN 4 S

A course involving principles of draping and flat pattern design and their practical applications in sewing. Stress on current construction techniques and individualized fitting.

HE 411. INTERIOR DESIGN 4 W

A study of the art of creating beautiful and functional arrangements of furnishings and decorations inside the modern home. The designing of interiors which are distinctive, yet economical. A detailed study of the buying and artistic use of such items as china, glassware, silver, and furniture. *Prerequisite:* HE 201, or by approval. Offered odd-numbered years.

HE 421. QUANTITY COOKERY 4 W

A study of the quantity food purchasing, production, and service. Two classes per week and six laboratory hours in college and hospital food service, by arrangement.

HE 431. INSTITUTIONAL MANAGEMENT 4 S

A study of organization, management, personnel relationships, equipment selection, maintenance, and layout in institutional food service. Two class hours each week. Laboratory experience in college and hospital food service by arrangement.

HE 432. INSTITUTIONAL BUYING 4 A

A study of the grade factors and legislation affecting the purchase of food; particular stress given to specifications used in ordering quantity food. *Prerequisites:* HE 111, 121, 131.

MATHEMATICS AND PHYSICS

The specific objectives of this department are in agreement with the general objectives of the college.

Mathematics may be classified according to two general categories, pure mathematics and applied mathematics. Pure mathematics is very abstract, and proof (in the sense of a deductive system) is its most important concern. On the other hand, applied mathematics has arisen out of attempts to solve problems in the natural sciences and, in particular, the physical sciences. This department proposes to present these two points of view as a combined and unified whole.

The department further proposes to develop an appreciation by the student of the fact that the One who created and upholds the universe also made the integers and gave man the mental power and the will to develop the rest of what is called mathematics.

Those who plan to teach in secondary schools must also minor in Education, and meet the requirements for teacher certification.

Mathematics majors are encouraged to minor in at least one of the following subjects: chemistry, physics, or business administration.

French or German must be selected to fulfill the foreign language requirement.

BACHELOR OF ARTS IN MATHEMATICS

COURSE REQUIREMENTS

MAJOR (Mathematics) ..... 45 hours
Including MA 201-202-203, MA 301, MA 311, MA 401-402, MA 411-412 and 9 hours of upper division mathematics courses.

MINOR (Mathematics) ..... 28 hours
Including MA 201-202-203, MA 301, MA 311 and 8 hours of upper division mathematics courses.

DESCRIPTION OF COURSES

MA 91. BASIC MATHEMATICS No Credit A
A course designed for students whose mathematics scores on the ACT exam indicates definite weakness in arithmetical skills. Topics included are arithmetical operations, the decimal system and its uses in calculation, definition and elementary properties of rational numbers, exponents, first degree equations, etc.

MA 101. FUNDAMENTAL CONCEPTS OF MATHEMATICS 4 A,W,S
Topics include number systems and their bases, sets, relations and their properties, further extensions of the number systems, polynomials, relations, functions, and their graphs, ratio, proportions, and variation. Other topics include basic trigonometry, logarithms, and some topics in statistics. Does not apply on major or minor.

MA 111. COLLEGE ALGEBRA 4 A,S
Exponents and radicals, quadratic equations, the binomial theorem, permutations and combinations, complex numbers, etc. Does not apply on major or minor. *Prerequisite:* One year high school algebra.

MA 112. PLANE TRIGONOMETRY 4 W
Trigonometric functions, logarithms, identities, equations, solutions, of triangles, inverse trigonometric functions, etc. Does not apply on major or minor. *Prerequisite:* One year high school algebra.

MA 201-202-203. ANALYTIC GEOMETRY AND CALCULUS 4-4-4 A,W,S
Limits, continuity, differentiation of algebraic functions, definite and indefinite integrals, partial and double integration, multiple integration, infinite series and vectors. *Prerequisites:* MA 111 and MA 112 or equivalent.

MA 211. MATHEMATICS FOR PHYSICAL CHEMISTRY 4 S
An introductory study of applied analytic geometry, differential and integral calculus, differential equations, and probability. Does not apply on a major or minor. *Prerequisites:* MA 111 and MA 112 or equivalent.

MA 251. COLLEGE GEOMETRY 4 A
An informal summary of elementary Euclidean geometry, a formal modern development of the basic concepts of elementary geometry, non-Euclidean geometry, and a selection of topics in advanced Euclidean geometry.

MA 301. LINEAR ALGEBRA 4 S
Algebra and geometry of vector spaces, linear transformations and matrices, linear equations, quadratic forms, and symmetric matrices. *Prerequisite:* MA 203.

MA 311. DIFFERENTIAL EQUATIONS 4 A
Methods of solving differential equations with applications. *Prerequisite:* MA 203.

MA 321. PROBABILITY 4 A
Algebra of sets, probability in finite sample spaces, counting techniques, random variables, discrete and continuous distributions, applications. *Prerequisite:* MA 203.

MA 322. INTRODUCTION TO MATHEMATICAL STATISTICS 4 W
Elementary statistics, continuous sample spaces, limit theorems, stochastic processes, statistical inference, statistical model. *Prerequisite:* MA 321.

MA 401-402. ADVANCED CALCULUS 4-4 W-S
Limits, continuity, differentiation and integration of functions of several variables. Convergence and uniform convergence of infinite series and improper integrals. Differentials and Jacobians, transformations, line and surface integrals, vector analysis. *Prerequisite:* MA 311.

MA 411-412. INTRODUCTION TO MODERN ALGEBRA 4-4 A-W
Algebra of sets, equivalence relations, mappings, order relations; discussion of natural, rational, real, and complex number systems; study of the abstract systems: groups, fields, rings, integral domain.

MA 421. INDEPENDENT STUDY 1-3 A,W,S
An independent study by the student under the guidance of the staff of such topics as Green's Theorem, Laplace Transform, Bessel Functions, etc.

MINOR IN PHYSICS

PHYSICS MINOR ..... 28 hours
Including PH 111-112-113, PH 301-302, and PH 311-312.

PHYSICS

PH 101, 102. THE PHYSICAL SCIENCES 4,4 A,W
A survey of astronomy, meteorology, geology, chemistry, and physics for the general student. *Prerequisite:* MA 101.

PH 111-112-113. GENERAL PHYSICS 4-4-4 A-W-S
A survey of the field of physics with numerous problems. *Prerequisites:* MA 111, 112.

PH 301-302. THEORETICAL MECHANICS 4-4 A-W
An intermediate course covering the basic principles of vector mechanics

and the statics and dynamics of particles and rigid bodies. Offered when required. *Prerequisites:* One year of college physics and one year of calculus.

PH 311-312. ELECTRICITY AND MAGNETISM 4-4 A-W

In this course the theory of electric and magnetic phenomena is studied. The following are some of the topics that will be included. Electrostatic and magnetic fields, introduction and use of vector analysis, circuit elements, electromagnetic effects of currents, radiation, and Maxwell's equations. Offered when required. *Prerequisites:* One year of college physics and one year of calculus.

VI. DIVISION OF RELIGION AND THEOLOGY

The courses in this department are designed to develop within the student a deep appreciation of the importance of the Bible in determining the true philosophy of life, to encourage the application of the teachings of Jesus to the problems of our day, and to provide training for candidates for the ministry and for Bible teaching.

All students are required to take the following Bible courses regardless of their major field of concentration: RE 111, 201, 311 or 312, and 331.

The survey course RE 101-102 is required of all students having no Bible credits or having less than two units of Bible credit from their secondary school. This course is required in addition to the regular college religion requirements for graduation.

Notice that courses are designated as 100 (for Freshman classes), 200 (for Sophomores), 300 (for Juniors), and 400 (for Seniors). The 100 and 200 series are LOWER division, the 300 and 400 series are UPPER division. Freshman students are not admitted to upper division religion courses. Sophomores with sufficient hours may enroll for a 300 course only if the student's adviser and the Religion Department deems it advisable.

Two-Year Bible Instructor

A course designed to prepare the student for giving practical instruction in the fundamental beliefs of Seventh-day Adventists in public and private soul-winning endeavor. A certificate is granted only to high school graduates upon the completion of the two-year college curriculum. A shorter course is offered the special student who does not work for the certificate. This course is arranged for upon request.

BACHELOR OF ARTS IN RELIGION

COURSE REQUIREMENTS

MAJOR (Religion) ..... 52 hours

Including RE 111, RE 201, 202, RE 301-302, RE 311, 312,

RE 321-322, RE 331, RE 412, RE 421, 422, RE 441, and not less than 40 hours of upper division Religion courses.

Required cognates: BS 331, PE 211, ED 101, PY 101, EN 221, SP 201, MU 231, SS 101-102, SS 201-202, SS 441-442-443, BL 201-202, BL 301-302, BL 401.

MINOR (Field to be chosen) ..... 30 hours

Religion majors are expected to submit 22 hours of Greek.

MINOR IN RELIGION

RELIGION MINOR ..... 28 hours

Including RE 111, RE 201, 202, RE 311, 312, RE 331, RE 412, and not less than 16 hours of upper division Religion courses.

BIBLE

RE 101. SURVEY OF THE ENGLISH BIBLE 3 A,W,S,Su

This course is designed for freshmen whose secondary training included little or no study of the Bible. Its purpose is to acquaint the student with the unfolding of the great plan of God for mankind as revealed in the history of Israel, and of first century Christianity. Necessarily the course develops into a rapid survey of both Testaments, preparing the student for a more intensive study of the Scriptures. Messianic promises and ancestry are emphasized.

RE 102. SURVEY OF THE ENGLISH BIBLE 3 W,Su

A continuation of RE 101, which is a prerequisite for this course.

RE 111. LIFE AND TEACHINGS OF JESUS 4 A,W,S,Su

A review of the life of the Master Teacher and a study of the principles and parabolic representations of Christian life and faith as revealed in the Gospels.

RE 201. FUNDAMENTALS OF THE CHRISTIAN FAITH 4 A,S

An intensive study of the fundamentals of Christian doctrines as believed and taught by Seventh-day Adventists. *Prerequisite:* RE 101-102 or high school Bible Doctrines.

RE 202. FUNDAMENTALS OF THE CHRISTIAN FAITH 4 W,Su

A continuation of RE 201, which is a prerequisite for this course.

RE 301-302. OLD TESTAMENT PROPHETS 4-4 W,S

A study of the major and minor prophets in their chronological sequence tracing the hand of God in the history of Israel and Judah and the promises of redemption to all nations through the Messiah. Attention is given to the historicity of these books along with their literary and spiritual values.

RE 311. (PROPHETIC INTERPRETATION) DANIEL 4 W,Su

A verse-by-verse study of the Book of Daniel in which historical background and its pertinence to the times are stressed.

RE 312. (PROPHETIC INTERPRETATION) REVELATION 4 F,S

A verse-by-verse study of this book of prophecy. Special attention is given to the portrayal of the controversy between the true and the apostate church forces.

RE 331. THE GIFT OF PROPHECY 4 A,S,Su

A course of study tracing prophetic ministry from creation to the re-creation. Primary aims for this study are to establish in the student's mind the place and purpose of the gift in the remnant church, and to reveal its influence upon the work and progress of that church.

RE 412. ACTS AND EPISTLES 4 F,S

A historical and exegetical study and survey of the book of Acts and the Epistles of Paul, tracing the origin of the Christian church, the spread of the Gospel from Jerusalem to Rome, the historical setting and purpose for the Pauline letters, and their relationships to the doctrinal developments and usages in the Christian Church.

***RE 441. BIBLE MANUSCRIPTS** 4 S

A study of the history of the English Bible, the methods of its transmission to men and its preservation through the years, problems of translations, versions, manuscripts, and their uses.

APPLIED THEOLOGY

RE 321-322. HOMILETICS 4-4 A-W

A study of the preparation and delivery of sermons and gospel addresses. The course stresses the mechanics of sermon construction and analysis, and provides adequate exercises to ensure some proficiency in both the construction and delivery of gospel messages. Special adaptation of this course is made for Bible instructors and lay evangelists. *Prerequisites:* RE 111, 201, 202.

RE 323. THE WORK OF THE BIBLE INSTRUCTOR 4

A course designed to explore the principles and techniques of Bible teaching and personal evangelism.

***RE 421. EVANGELISM** 2 A

A study of the duties of the Pastor Evangelist and his assistants in the conducting of an evangelistic campaign. The study of evangelistic procedures and practices of varied types. A study of the preparation for and the methods of conducting revivals. A study of the order and content of evangelistic sermons.

***RE 422. PASTORAL MINISTRY** 2 A

A survey of the work of the Pastor: A) As an ambassador, with emphasis on his community interests. B) As a pastor-evangelist, with emphasis on his soul winning activities. C) As a spiritual counselor, with emphasis on his ministry to the needy. D) As an executive, with emphasis on his administrative supervision of the varied programs of the church.

* These courses are to be offered concurrently in the same quarter, the four hours divided 2 and 2.

BIBLICAL LANGUAGES

BL 201-202-203. BEGINNING NEW TESTAMENT GREEK 4-4-4 A-W-S

This course is designed to familiarize the student with the fundamentals of Greek grammar and sentence structure as found in the Greek New Testament. Vocabulary drills, simple translation, and reading exercises are provided in each lesson.

BL 301-302. INTERMEDIATE NEW TESTAMENT GREEK 4-4 W-S

This course is a comprehensive review of Greek grammar, with translation of selected readings in the Greek New Testament. *Prerequisite:* BL 201-202.

BL 401. GREEK SEMINAR 2 S

This course emphasizes the recognition and interpretation of grammatical construction found in the Greek New Testament. Selected books from the Epistles of Paul are used to assist the student in the accomplishment of these objectives. *Prerequisite:* BL 301-302.

BL 411. BEGINNING CLASSICAL HEBREW 4 S

A survey of the most prevalent language found in the Old Testament with emphasis on syntax, sentence structure, vocabulary, reading and translation. The objective is not only to better equip the student for graduate work in Biblical study but also to provide him with a useful tool toward an accurate interpretation and understanding of the Bible during his college career and during his personal study. Because Hebrew is not required in the theological curriculum, it is offered only upon special request to the Religion Department.

VII. DIVISION OF SOCIAL SCIENCES

The Division of Social Sciences comprises areas of study in the various related fields of history, political science, and geography. Courses in history are geared to meet the questions of the past and the problems of the contemporary world in areas of American, Latin American, European, and African studies, as well as in studies relating to the development of the church. Political science courses are built around the democratic concept of government, diplomatic relationships, and international viewpoints. Geography consists of a survey of physical and cultural relationships.

Students entering this division in the major and minor areas are advised to note the requirements as hereinafter listed. Nonresident students of the United States are required to take SS 211 and SS 212.

BASIC REQUIREMENTS

The basic requirement for social studies for those completing any college curriculum* shall be 12-16 credit hours comprised of the following subjects in the years indicated:

SS 101. World Civilization I. 4 hours. Freshman year.

SS 102. World Civilization II. 4 hours. Freshman year.

PS 211. American Government or GE 201 Principles of Geography. 4 hours. Sophomore year.

SS 314. Denominational History. 4 hours. Junior year. (This course is a recommended basic requirement for history, religion and education majors and minors).

This format may be alternated with the following program, which is also required of all non-resident students of the United States, as well.

SS 211. U.S. History I. 4 hours. Sophomore year. (Non-USA residents, take this in their freshman year)

SS 212. U.S. History II. 4 hours. Sophomore year.

PS 211. American Government or GE 201 Principles of Geography. 4 hours. Sophomore year.

SS 314. Denominational History. 4 hours. Junior year.

* See recommendations under religion major, and under education major.

BACHELOR OF ARTS IN SOCIAL SCIENCES

Majors in history receiving the Bachelor of Arts degree are to complete 48 credit hours, including as basic requirements: SS 101, SS 102, SS 211, SS 212, PS 211 and SS 314 plus 24 additional upper biennium credits.

Electives—Sufficient to make a final total of 192 hours at least, with at least 60 hours in the upper biennium.

History Minor in Social Studies is 36 credit hours including SS 101, SS 102, SS 211, SS 212, PS 211, SS 314, plus twelve other upper biennium credit hours. The recommended 12 for a minor outside the education curriculum are such patterns as:

SS 364	4	Jr.		PS 450	4	Sr.
SS 456	4	Sr.	or	SS 421	4	Sr.
SS 421	4	Sr.		SS 458	4	Sr.

Those obtaining a minor in history that are education majors should definitely include in their minor the same requirements as a history minor, plus GE 201 and ED 305/323 with SS credit, plus 4 additional upper biennium credits. The other 4 credit hours may be elected from any junior or senior offering.

Religion majors should have the following social study areas as required for their basic requirements: SS 101, SS 102, SS 314, PS 211, SS 301, SS 302*, SS 441, SS 442*.

* The latter, if given theology credit, as well as SS 314 (so recommended for religion majors by the history department), should then be required to take PS 211.

COURSE DESCRIPTIONS

HISTORY

American Studies

SS 211. U.S. HISTORY I 4 A,S

A survey of the American scene from approximately 1620 to 1860.

SS 212. U.S. HISTORY II 4 A,Su
A survey of the American scene from 1860 to the present with emphasis on the contemporary period.

SS 314. DENOMINATIONAL HISTORY 4 A
A survey course of the rise and progress of the Seventh-day Adventist Church.

SS 364. AFRO-AMERICAN BACKGROUNDS 4 A
Prerequisite for this course, described in the title, is either SS 101 and SS 102 or SS 211 and SS 212.

SS 365. THE NEGRO IN AMERICA 4 W
A continuation of the course, SS 364, with particular emphasis on the United States situation.

ED 305/323. (SS credit given) 4 S
Methods in teaching the Social Studies on the Elementary and Secondary Levels.

SS 461. CIVIL WAR AND RECONSTRUCTION 4 Su
Particular emphasis on the period described in the title. *Prerequisite:* SS 211.

Non-American Studies

SS 101. WORLD CIVILIZATION I 4 A,S
A survey course that investigates the great movements of history from the downfall of the Western Roman Empire in 476 A.D. up to and including the era around 1650.

SS 102. WORLD CIVILIZATION II 4 A,W,S
A survey course that investigates the great movements of history from the era of 1650 up until the present time.

SS 301. ANCIENT HISTORY I 4 W
A survey course examining the early empires of antiquity up to and including the Medo-Persian Empire. A required course for religion majors.

SS 302. ANCIENT HISTORY II 4 S
A survey course examining the empires of Greece and Rome, the development of the Papacy and the overthrow of Western Rome. Required of all religion majors.

SS 319. LATIN AMERICAN HISTORY I 4 A
A beginning survey of the emergence and development of the Latin American nations, investigating Spanish and Portuguese backgrounds. This is a cognate course for Spanish majors and minors. *Prerequisite:* SS 101, SS 102.

SS 320. LATIN AMERICAN HISTORY II 4 W
A continuation of SS 319, with particular emphasis on the contemporary period.

SS 321. HISTORY OF ENGLAND I 4 A
A study of the development of England and the British Empire up to and including the period of the Tudors. A cognate for English majors and minors. *Prerequisite:* SS 101, SS 102.

SS 322. HISTORY OF ENGLAND II 4 W

A general survey from the time of the Stuarts up to and including the current era. A cognate course for English majors and minors. *Prerequisites:* SS 101, SS 102.

SS 341. FRENCH REVOLUTION AND NAPOLEON 4 S

A careful study of the causes and results of the French Revolution and the Napoleonic years. *Prerequisite:* SS 101, SS 102.

SS 421. HISTORY OF THE U.S.S.R. 4 A

A study of ancient and medieval Russia as well as the Czarist and Communist eras. *Prerequisite:* SS 101, SS 102.

SS 441. HISTORY OF THE CHURCH I 4 A

A survey of the formation of the Christian Church. *Prerequisite:* SS 101, SS 102. A required subject for all religion majors.

SS 442. HISTORY OF THE CHURCH II 4 W

A continuation of SS 441. *Prerequisite:* SS 101, SS 102. A required subject for all religion majors.

SS 458. RENAISSANCE AND REFORMATION 4 W

A view of the artistic, literary, and philosophic aspect of the Renaissance, as well as the religious, political, and intellectual concepts of the Protestant Reformation and the Catholic Counter-Reformation. *Prerequisite:* SS 101, SS 102.

POLITICAL SCIENCE

PS 211. AMERICAN GOVERNMENT 4 A,W,S,Su

A course of study concerning the organization of the United States government in regard to the various branches both on the Federal and state levels. A basic required course of all college people as noted in the description earlier in this section.

PS 450. AMERICAN DIPLOMACY 4 S

Past and current American foreign policies with emphasis on historical development and processes of formulation. *Prerequisites:* PS 211, SS 211, SS 212.

GEOGRAPHY

GE 201. PRINCIPLES OF GEOGRAPHY 4 S

Physical, cultural, and economic geography surveyed. Cognate for education majors.

FINANCIAL INFORMATION

Oakwood College is incorporated under the laws of the state of Alabama as a nonprofit institution.

The General Conference has provided substantial investment in buildings, equipment, auxiliaries and operational appropriations to meet the needs of quality education.

Therefore, the amount which the student pays for his basic educational expenses is modest when compared to that of other private liberal arts colleges.

Economic conditions may make it necessary for the College Board of Trustees, or duly authorized administrative officers, or Finance Committee, to make changes in the published bulletin.

Application Procedures: See Admissions section of the BULLETIN.

BOARD ACTIONS

Actions voted by the College Board, Faculty, or Finance Committee at any time shall have equal force or, if necessary, supersede statements published in this BULLETIN.

CHARGES PER QUARTER

Tuition (13-16 hours)	$416
Room	115
Food Service	90
General Fee	24
Total Charges Per Quarter	$645

Books, supplies and music fees are in addition to the above charges.

METHOD OF PAYMENT PER QUARTER

All students accepted for registration are required to pay in advance on or before the date of registration the following amount in accordance with the plan accepted. Veterans and those expecting colporteur, and/or teaching scholarships are also required to make advance payments as follows:

DORMITORY STUDENTS

Plan I (13-16 hours)	$645
Plan II (13-16 hours)	550
Plan III (9-12 hours)	450

MARRIED STUDENTS LIVING IN COLLEGE APARTMENTS

Plan I (13-16 hours)	$500

COMMUNITY STUDENTS LIVING OFF CAMPUS

Tuition and fees are payable in advance.

OVERSEAS STUDENTS

Students from overseas are required to deposit the following amount with the college prior to the issuance of an I-20 Form in obtaining a student visa:

Single Students	$ 750
Married Couples	$1,000

STATEMENT AND METHOD OF BILLING

Balance of other charges is due when the statement of account is received. Students enrolling for more than 16 hours and for private music and voice lessons should add the appropriate amount to the advance payment. (See Tuition Rates and Music Fees schedules.)

Before a returning student will be permitted to register for another quarter his account must be paid in full and the advance payment made. Seniors are required to have their accounts paid in full one week before graduation. Transcripts and grades will be issued only when accounts are paid in full.

REMITTANCE

Parents or guardians should send money for all school bills directly to the College Business Office. ALL CHECKS FOR STUDENT ACCOUNTS SHOULD BE MADE PAYABLE TO OAKWOOD COLLEGE, and clearly indicate for whom the check is.

TUITION RATES PER QUARTER

13-16 hours	$416.00
9-12 hours	312.00
1- 8 hours	30.00
For each hour above 16 add	24.00

HOUSING

Residence Halls—Single students not living with parents or relatives are required to live in one of the College Residence Halls. The room charge is based on two students per room. A student may, upon application to the residence dean, be granted the privilege of rooming alone when sufficient rooms are available; forty-five dollars per quarter will be added to regular charge for one student per room. When more than two students occupy a room the rates are as follows:

ROOM RATES PER QUARTER

Number in Room	*2*	*3*
Carter Hall (Women)	$120	$110
Cunningham (Women)	115	95

Peterson Hall (Men)	115	95
New Dorm (Men)	130	

The above rates include $20 per quarter for laundry.

MARRIED STUDENTS HOUSING

The College has a limited number of one and two bedroom apartments for married students. A stove and refrigerator are provided but the student is expected to provide his furnishings and pay the monthly utility bills. The charges per quarter are:

One-Bedroom Apartment	$120.00
Two-Bedroom Apartment	150.00

Write the Business Manager for reservations on campus or information for community housing.

HOUSING DEPOSITS

Before registration, all students living in the college housing are required to pay a deposit of $30 for dormitory residents or $50 for apartment residents. If this deposit is not paid before date of registration, the deposit will be added to entrance fee. This deposit is held in trust until the student vacates his room or apartment and leaves it in good condition and turns the keys in. The home dean issues a satisfactory room report or inspection report for the apartments; the business office will issue a check for the deposit to the student ten days after the close of school. Should the room or apartment be left untidy or damaged, the deposit will be forfeited.

Food Service: All residence hall students are expected to take their meals in the Food Service Center, since no provision is made for food preparation in individual rooms. *The cafeteria plan of boarding is used which allows a student to select his food. A minimum board of $100 for men and $90 for women per quarter is charged for this service.* Should a student eat more than the minimum, the excess is charged on the statement. Non-resident students who use the cafeteria service are required to pay cash for their meals.

MUSIC CHARGES

Students who register for music lessons are expected to continue taking lessons throughout the quarter. No refund is made if lessons are dropped after the second lesson of any quarter for reasons other than prolonged illness or withdrawal from school. Students who drop within the first week will be charged the single lesson rate of $4.00 per lesson. Students are entitled to take, but may not receive a grade for less than a minimum of nine lessons. Lessons lost because of the student's irregularity in attendance may not be made up.

Class instruction in music, as well as individual instruction for which college credit is allowed, is charged for at regular tuition rates according to the credit hours involved. The quarterly charge for all private music lessons (piano, violin, voice, organ, etc.) in addition to tuition charges is as follows:

One lesson a week (or 9 per quarter)	$30.00
Two lessons a week (18 per quarter)	54.00
Single lessons (by special arrangement only)	4.00
Additional quarterly charge for use of practice room or instrument.	
One practice period a day	6.00
Two practice periods a day	10.00

GENERAL FEE—$24.00 PER QUARTER (NO REFUND)

The General Fee charged per quarter is allocated as follows:

Yearbook	$4.75	Lyceum	$4.00
Spreading Oak	1.25	Health Service	1.50
United Student Movement	3.00	Sick & Accident Insurance	4.00
College Center	5.00	I. D. Cards	.50

INCIDENTAL FEES (NO REFUND)

Application Fee (Send Money Order)	$ 5.00
Application Fee After July 31	10.00
Auto Registration	5.00
Band	10.00
Change of Program	5.00
Diploma	5.00
Entrance Exams	5.00
Graduation Degree	10.00
Laboratory (Breakage, up to)	10.00
Late Registration	10.00
Physical Education	5.00
Removal of Incompletes (each)	2.00
Room Deposits - Residence Halls	30.00
Room Deposits - Apartments	50.00
Special Examination	3.00
Student Teacher Transportation	15.00
Transcript of Credits	1.00

FAMILY DISCOUNTS

A discount of 10% of tuition only will be allowed to families supporting more than one member of the family enrolled at this

institution and provided that he or she is taking more than eight hours of class work and is working less than 50 percent of the tuition.

REFUNDS

Refunds of tuition will be made only to those who receive drop vouchers. The effective date of refund will be the date on which the completed vouchers are returned to the Registrar's Office. Refunds will be computed as follows:

If Registered	1-2 weeks	90%
If Registered	3-4 weeks	60%
If Registered	more than 4 weeks	No Refund

TITHE

Students are encouraged to pay tithe on labor credit. Arrangements may be made with the Assistant Business Manager to have charged to their accounts 10 percent of their earnings for tithe. These funds will be transferred to the local conference treasurer.

PROPERTY INSURANCE

Oakwood College is not responsible for the loss of private property by fire, or other causes. It is recommended that all students arrange for proper insurance coverage for their personal property.

SICK AND ACCIDENT INSURANCE

All students registered at Oakwood College are covered by Student Health Insurance. The details of this coverage are contained in the folder obtainable from the office of the Director of Student Finance.

STUDENT FINANCIAL AID

Parents have an obligation to pay for the education of their children. They are expected to continue to provide, as well as they are able, the basic essentials of life whether the student lives at home or on a college campus.

A student should provide a reasonable part of the total amount required to meet college expenses by accepting employment. Believing in the inspired words that "systematic labor should constitute a part of the education of youth" (E. G. White) the college provides many on-campus jobs for students.

The Primary purpose of the Financial Aid Program is to provide assistance to students who, without such aid, would be unable to attend college. In selecting students to receive financial assistance, the college will also place emphasis upon academic achievement and character.

Students accepted for enrollment at Oakwood College may apply for Financial Aid through the following programs:

WORK SCHOLARSHIPS

The College makes provision for self-assistance for students by offering work scholarships. The following plans are offered:

Financial Plan	*Estimated Earnings per Quarter*
Plan 1	None
Plan 2	From $123 to $158 per quarter
Plan 3	From $169 to $217 per quarter

Students' work records are filed by the employer showing the employer's evaluation of the student's work habits covering his attendance, dependability, cooperation, skill and speed.

Work may be assigned in the service departments, the administrative offices, and in the industries of the College. The industries are operated by the College to provide work for the students. These industries do business with customers that require daily schedules. They must have a uniform working force. Students assigned to these industries must continue their work schedules to the end of the term. Any student who drops his work schedule without making proper arrangements may be dropped from class attendance until such arrangements are made, and his account becomes immediately payable in cash.

To the best of its ability, the College makes an effort to place students on jobs; however, we cannot guarantee work to a student even though his application may have been accepted on a plan calling for an approximate number of hours of work per week. Some students choose class schedules with classes so scattered that a reasonable work program is impossible. Some are physically or emotionally unable to work. Others, for various reasons, fail to meet work assignments. It is the responsibility of the student to render acceptable service to his employer in order to retain a job.

When a student enters under one of the work scholarship plans, his account is paid in cash plus his labor credit. Work assignments are retained on the basis of scholarship, dependability, and conduct.

Work scholarships are not payable in cash and students are advised not to work more than the assigned hours without prior approval from the Finance Officer. Should a work scholarship credit remain on the account, the money may be transferred to an immediate relative's account, within two years; after that time, the scholarship will revert to the college's Student Labor Account.

VETERANS

Oakwood College is approved by the Veterans' Administration as an accredited training institution. Those who qualify for educational benefits should contact the nearest Veterans Administration Office. A certificate of eligibility will be issued by the Veterans Administration.

LITERATURE EVANGELIST SCHOLARSHIPS

The College participates in the Seventh-day Adventist Student Colporteur Scholarship Program. Information concerning this program may be obtained from the Local Conference Publishing Department, your minister, or the Director of Student Finance. Students having colporteur scholarships must make regular payments on or before the date of registration.

DEFERRED PAYMENT OF EDUCATIONAL COST

For those parents and students who prefer to pay their educational expenses in convenient monthly installments at low interest rates, the following plans are offered: Write for application to one of the following:

The Tuition Plan, Inc.
410 N. Michigan Avenue
Chicago, Illinois 60611

Educational Funds, Inc.
10 Dorrence Avenue
Providence, Rhode Island 02901

Pichett and Hatcher Education Fund
P.O. Box 2128
Columbus, Georgia 31902

Write to the Director of Student Finance for further information.

STATE GUARANTEED LOANS

The Guaranteed Loan Program has one simple purpose: to provide the means for the student to borrow money for college at low interest cost, with the Federal Government paying part of the interest for qualified students.

Any student who is enrolled or accepted for enrollment in an accredited public or private nonprofit college or university is eligible to apply for a loan for his educational expenses.

HIGH SCHOOL VALEDICTORIAN AND SALUTATORIAN

This college grants $150 scholarships to High School Valedictorians and $125 to Salutatorians. To receive this award the applicant must send to the College Registrar's Office a letter from the high school principal certifying the appointment.

CONFERENCE MATCHING SCHOLARSHIPS

The College, in cooperation with the Regional Conferences, offers forty scholarships of $200.00 each. These are granted on the basis of $67 from the Church where the student holds membership; $67 from the Local Conference and $67 from the College.

The student should apply for this scholarship through the pastor of the church.

ALUMNI MATCHING SCHOLARSHIPS

The College Alumni Chapter offers four $100 scholarships. The Alumni gives $50 and the College matches with $50.

LOAN FUNDS

The College is prepared to make available financial aid in small amounts to a few worthy students from the following funds:

The Dr. V. C. Hamilton Student Loan Fund of $500.

The Dr. L. L. Holness Loan Fund of $250.

The Dr. John A. Cooper Loan Fund of $100.

The Natelkka E. Burrell Award of $25.00 to a Junior education student on the basis of good scholarship, good citizenship and need.

The Cunningham-Reynolds Loan Fund of $1,000, established in 1955.

The Lieutenant Calvin Elston Peterson Loan Fund of $1,000, established in 1958 by his parents in his memory.

The Ophelia Elizabeth Turner Memorial Student Loan Fund of $500, established by Dr. Herbert A. Turner in 1958.

An additional revolving student loan fund, established in 1959. Dr. & Mrs. John Richard Ford, $100; Dr. Albert Spohn, $100: Mr. and Mrs. F. Craig, $100; Mr. Mylo Schroeder, $50; Dr. Earl C. Mercill, $50.

The following loan funds, established in 1961:

Brown Engineering Company of Huntsville, Alabama, $500.

Human Resources Foundation, Mr. Milton K. Cummings, Chairman, $500.

Frank and Novella Hale Loan Fund, $1,000.

Lester W. Williamson Loan Fund, $1,000.

F. L. Peterson Scientific Scholarship Fund, $2,000.

The Helen M. Christopher Memorial Fund, $500.

The Ralph and Lucille Ward Loan Fund of $750, established in 1965.

The Dr. Howard Welty Loan Fund, established in 1966.

The Dr. George T. Harding Loan Fund of $750, established in 1967.

SCHOLARSHIPS

United Negro College Fund—$3,000.

The E. W. Ward Loan Fund, established in 1968.

The Readers Digest Foundation Scholarship Fund of $5,000, established in 1968.

Howard O. Welty Scholarship—Oakland, California, $1,000.

The Violet G. Wiles Student Loan Fund—$200.

The Catherine Hughes Waddell Scholarship of $1,000, established in her memory in 1967.

All requests for loans and scholarships must be submitted to the Scholarship and Loan Committee.

Presidential Scholarships — awarded to student on basis of need, character, scholarship. Recipient must have a ~~good~~ cumulative grade point average of 3.00 or above.

DEGREES CONFERRED

June 2, 1968

Bachelor of Arts in Religion

Allen, Charles Edward
Bernard, Michael Ruthven
Downes, William Garvey
Gaskins, Harold Gray
Holliday, Alfred
Jemison, Marvin
Miles, Norman Kenneth
McKinney, Oliver James, Jr.
Simons, John Douglas
Thompson, Helvius Louis
Wallen, Victor Osmond

Bachelor of Arts in Biology

Campbell, Calvin Raymond
Collie, Nyoka Louise
Dixon, Harry Jesse
Foster, James C.
Hunt, Gabriel Eugene
Small, Alfonso Alejandro, Jr.
Walker, Horace Anthony

Bachelor of Arts in Chemistry

Cartwright, Edward Cleveland
White, James E., III

Bachelor of Arts in Elementary Education

Dent, Patricia Ann
Hughes, Mary Ann

Bachelor of Arts in Business Administration

Niles, William Arnaud

Bachelor of Arts in Psychology

Ferguson, John
Norton, Norris Lee
Preston, John Henry

Bachelor of Arts in Sociology

Herman, Ignatius
Monroe, Donald Warren
Morris, Barbara Jean
Robinson, Naomi Loretta
Woods, Edward, Jr.

Bachelor of Arts in English

Jenkins, Carita Rochelle

Bachelor of Arts in History

Rashford, Eardell Jenner
Willis, Aldridge Nelson

BACHELOR OF ARTS IN MUSIC

Lacy, Lucille Christine

BACHELOR OF ARTS IN MATHEMATICS

Jackson, Brenda Elaine
Jones, Furman T.
Mills, David Ethan
Monroe, Gracie Faye
Nichols Bettye Lou
Smith, James, Jr.

BACHELOR OF SCIENCE IN ELEMENTARY EDUCATION

Allen, Mary Jean
Calhoun, Frances Bowens
Daniels, Kathern Burch
Gardner, Enaldani Toni
Harris, Joan Karen
Johnson, Barbara Jean
Jones, Ceola Hagans
Lankford, Joan Elizabeth
McCall, Karla Katechia
Robinson, Florestine
Sanders, James
Towns, Genell
Williams, Ronald Clay

BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION

Bowman, Barbara Jean
Bryant, Vanvernard Bernadette
Daniel, Kenneth Eugene
Florence, Helen Lennear
Gilbert, Robert Lee
Green, Wynona Genera
John, Cheruvathoor Obedia
Nichols, Robert Charles
Weir, Morris L. D.

BACHELOR OF SCIENCE IN ACCOUNTING

Barnes, Patience
Moore, Willie
Niles, William Arnaud

BACHELOR OF SCIENCE IN BUSINESS EDUCATION

Martin, Shirley Ann
Wade, Geraldine

BACHELOR OF SCIENCE IN SECRETARIAL SCIENCE

Gilbert, Beverly Patricia
Johnson, Lillian Gwyendlyn

BACHELOR OF SCIENCE IN HOME ECONOMICS

Hawkins, Gloria

DEGREES CONFERRED

August 16, 1968

Bachelor of Arts in Religion

Browne, Benjamin Page
Miller, Emerson G.
Starks, John Arthur
Wilson, Meretle Hampton

Bachelor of Arts in Biology

Weithers, Joseph Oliver

Bachelor of Arts in Behavioral Science

McRae, Diedre Darla

Bachelor of Arts in Sociology

Cooper, Gilbert Bernard

Bachelor of Arts in Music

Craig, Donna Cleo

Bachelor of Science in Accounting

Herbert, Byron Spears
Johnson, Edgrick Carter

Bachelor of Science in Business Administration

Lister, Robert Luther
Payton, Mamie L. Cook

Bachelor of Science in Elementary Education

Allen, Theresa Mae
Carter, Sylvia Ozella
Grissom, Evelyn Valeria

Bachelor of Science in Secretarial Science

Turner, Pauline Camille

*HONOR STUDENTS 1968-69

HIGHEST SCHOLASTIC ACHIEVEMENT

**Thermutus McKenzie - 3.81

FRESHMEN

Ash, Isaiah
Bailey, Theresa
Brown, Richard (Jr.)
Dennis, Eulus
Eubanks, Joyce
Graves, Tommy Ray
Henry, Jacqueline
Hill, Lois
Jackson, Alvin
Kuzmicic, Jorge
LaMar, James
Lavender, John
Linthicum, William
Malcolm, Grace Edrene
Maddox, Richard
Miller, Charles
Pearsall, Brenda
Richardson, Annie
Rowell, Pamela
Simmons, Gladstone
Warren, Linda

SOPHOMORES

Davis, Melvin
Goodman, Brenda
Hawkins, James
Hodge, Yvonne
Moore, Diane Edith
Warren, Joseph
Williams, Joann

JUNIORS

Berkel, Boyce
Cordell, Joyce
Lawrence, Margery
Martin, La Jean
Okrah, Amos
Rankins, Annette
Roberts, Earl
Weekes, Frederica

SENIORS

Bryson, Kay
Foster, Wilma
Freeman, Marcia
Greer, Pearlie
Griffith, Carvason
Hall, Ruth
Mays, Lydia
McKenzie, Thermutus
Patrick, Barbara Ann
Sloan, Edith
Walker, Joann

*Honor status is based on a cumulative minimum G.P.A. of 3.25 for the student's entire college career.

**"Highest Scholastic Achievement" goes to the person who has the highest cumulative G.P.A. among all students. To be eligible, a student must have completed at least three (3) college quarters and thirty-six (36) quarter hours.

DEPARTMENTAL AWARDS

Applied Science Division

"*Outstanding Business Student*" — Leroy Hampton

Behavioral Science Division

"*Academic Achievement and Performance Awards*"—Kay Bryson, Barbara Patrick, Genoice Robinson

English Department

"*Outstanding English Student Awards*" — Joseph Warren, James Hawkins, Pearlie Greer, Brenda Pearsall, Jackie Henry, Lois Hill, Alvin Jackson

Mathematics Department

Joann Williams

Music Department

"*Certificate of Performance Achievement*" — Brenda Spraggins, Stanley Ware

Science Department

Chemistry Award — Richard Brown
Biology Award — Alvin Jackson

Theology Division

"*Moseley-Warren Homiletics Award*" ($25.00) — Willis Reed

Oakwood College Alumni Association

$100 Scholarships — Annette Rankins, Melvin Davis

Faculty Women's Club

$100 Scholarship — Joyce Cordell

Presidential Scholarship Awards

(To students with highest cumulative grade point average within each class).

$417 — Alvin Jackson (freshman), 4.00
$417 — Joseph Warren (sophomore), 3.80
$417 — Amos Okrah (junior), 3.69
$417 — *Thermutus McKenzie (senior), 3.81

*Highest cumulative G.P.A. of all students who had completed at least three quarters and 36 quarter hours in college.

STUDENT ROSTER, 1968-69

Alexander, Ida; Mt. Vernon, N.Y.
Alexander, Norma; Riverside, Calif.
Alexander, Raymond; Riverside, Calif.
Allen, Cheryl; Detroit, Mich.
Amos, Johnnie; Bakersfield, Calif.
Anderson, LeRoy; Savannah, Ga.
Anderson, Linda; Huntsville, Ala.
Anderson, Mary; Huntsville, Ala.
Anderson, Ronald; Oakland, Calif.
Armour, Margaret; Memphis, Tenn.
Armstrong, Myra; Bartow, Fla.
Arrington, Mary; Laurel, Miss.
Arthur, Neal; Los Angeles, Calif.
Ash, Isaiah; Norfolk, Va.
Ates, Clarence; Cincinnati, Ohio

Bailey, Theresa; Edwards, Miss.
Baker, Loretta; Norwalk, Conn.
Baker, Paul; San Bernadino, Calif.
Baker, Rose; Ft. Pierce, Fla.
Baksh, Shezarah; San Fernando, Trin.
Ballard, Charles; Huntsville, Ala.
Banks, Elizabeth; Bridgeton, N.J.
Banks, Halsey; Huntsville, Ala.
Barber, Stella; Atlanta, Ga.
Barnes, Bernyce; Orlando, Fla.
Barnes, Hope; Jamaica, West Indies
Barnes, Regina; Springfield, Ohio
Battles, William; Oakland, Calif.
Bell, Gloria; Huntsville, Ala.
Bell, Richard; Huntsville, Ala.
Berkel, Boyce; B/Terre, St. Kitts, W. I.
Biggs, Frederick; Trenton, N.J.
Black, Barry; Baltimore, Md.
Black, Catherine; Baltimore, Md.
Black, Gloria; Baltimore, Md.
Blackburn, Raymond; San Bernadino, Calif.
Blake, Della; Delaware, Ohio
Blanchard, Danny; Redlands, Calif.
Bodden, Alva; Tampa, Fla.
Boney, Murray; Minneapolis, Minn.
Bookhardt, Diane; Orlando, Fla.
Booth, Joseph; Huntsville, Ala.
Bovell, Phillip; Georgetown, Guyana
Bowie, Irene; Atlanta, Ga.
Bowie, Loraine; Atlanta, Ga.
Bowman, Betty; Rochester, N.Y.
Boynton, Samuel; Columbus, Ga.
Bradley, Vivian; Calhoun, Ala.
Branch, Samuel; Memphis, Tenn.
Brangman, Ashfield; Smith Parish, Bermuda
Brathwaite, Colin; Rochester, N.Y.
Braxton, Karen; Camden, N.J.
Braye, Rosalind; Norfolk, Va.
Briggs, Cordell; Augusta, Ga.
Brisbon, Ingrid; Los Angeles, Calif.
Brockenbrough, Mildred; Huntsville, Ala.
Brooks, Albert; Pine Forge, Pa.
Brooks, Sheri; Columbus, Ohio
Brown, Almeta; Atlanta, Ga.
Brown, Delores; Detroit, Mich.
Brown, Glendover; Bronx, N.Y.
Brown, Gregory; Lynchburg, Va.
Brown, Joyce; Macon, Ga.
Brown, Lawrence; Nashville, Tenn.
Brown, Melva; McClellanville, S.C.
Brown, Richard C.; Chicago, Ill.
Brown, Richard J.; McClellanville, S.C.
Brown, Ruby; Macon, Ga.
Brown, Traverse; Baltimore, Md.
Browne, De Leon; Bahamas, W. I.
Brummell, Paulette; Westmere, N.Y.
Bryant, Betty; Groton, Conn.
Bryant, David; Hollis, N.Y.
Bryant, Georgia; Groton, Conn.
Bryson, Kay; Winston-Salem, N.C.
Buckley, Dennis; Fort Pierce, Fla.
Buddy, Fred; Grenada, W. I.
Butler, Xavier; Chicago, Ill.
Byrd, William; Huntsville, Ala.

Camacho, Francine; Rochester, N.Y.
Campbell, Rose; Indianapolis, Ind.
Carmichael, Marvin; Philadelphia, Pa.
Carter, Kermit; Teaneck, N.J.
Carter, Ruth; St. Helena, Calif.
Chandler, Eurana; Baltimore, Md.
Charles, George; Grenada, W. I.
Chevis, Nancy; Grand Rapids, Mich.
Chiles, Judy; Oakland, Calif.
Clark, Cynthia; Jacksonville, Fla.
Clay, Elwood; Huntsville, Ala.
Clemens, Jewel; East Palo Alto, Calif.
Clements, Leroy; Adel, Ga.
Cleveland, Celia; New Orleans, La.
Cleveland, William; New Orleans, La.
Cobb, Garland; Indianapolis, Ind.
Coker, Gueron; Huntsville, Ala.
Conley, Ronald; Huntsville, Ala.
Connor, JoAnn; Flint, Mich.
Cooper, Betty; Vallejo, Calif.
Cordell, Joyce; Springfield, Ohio
Crider, Ernest; Los Angeles, Calif.
Crider, George; Cleveland, Ohio
Crimes, Linda; Dayton, Ohio
Crumes, Linda; New Orleans, La.
Cummings, Leonard; Huntsville, Ala.
Curry, George; Washington, D.C.

Dalley, Vernetta; Jamaica, W. I.

D'Andrade, Glenn; Mandeville, Jamaica
Daniely, Patricia; Fort Valley, Ga.
Daughton, Frankye; Washington, D.C.
Davis, Artie; Huntsville, Ala.
Davis, Carl; Florence, S.C.
Davis, Edwin; Savannah, Ga.
Davis, Freeman; Roanoke, Va.
Davis, Gail; New York, N.Y.
Davis, Herman; Huntsville, Ala.
Davis, Hilda; Millsboro, Del.
Davis, Jeannette; Spartenburg, S.C.
Davis, Justine; Pittsburgh, Pa.
Davis, Melvin; Neptune, N.J.
Davis, Pinkie; Huntsville, Ala.
Davis, Sammy; Glassboro, N.J.
Davis, Susan; Wilmington, N.C.
Davis, Willie; Neptune, N.J.
Davison, Lee; Sapulpa, Okla.
Dawkins, Lorna; Albany, N.Y.
DeLisser, Sonia; Jamaica, W. I.
Dennie, Calvin; Gary, Ind.
Dennis, Eulus; Denver, Colo.
Dixon, Jannett; Philadelphia, Pa.
Dobbins, Harry; Huntsville, Ala.
Dudley, Bonita; Nashville, Tenn.

Earle, Faye; Rochester, N.Y.
Edmonds, Kenneth; Huntsville, Ala.
Ellison, Joyce; Opa Locka, Fla.
Eubanks, Joyce; Santa Barbara, Calif.
Evans, Colin; Jamaica, W. I.
Evans, Dionetta; Birmingham, Ala.

Falls, Yearma; Fort Wayne, Ind.
Faulkes, Velma; Greenwood, S.C.
Felts, Pamela; Greenwood, S.C.
Fenison, Alfred; Detroit, Mich.
Fenison, E. Gloria; Detroit, Mich.
Fenison, Ernestine; Detroit, Mich.
Fewell, Oclivery; Greensboro, N.C.
Fields, Lawrence; San Francisco, Calif.
Fitzgerald, Michael; Paducah, Ky.
Fleming, Helen; Pembroke, Bermuda
Flood, Suzette; Padget, Bermuda
Foley, Eugene; St. David's Bermuda
Ford, Dollie; Huntsville, Ala.
Ford, Janice; Inkster, Mich.
Foster, Wilma; Huntsville, Ala.
Fowler, Barbara; Milwaukee, Wis.
Fowler, Daisy; Milwaukee, Wis.
Foxworth, Christine; Philadelphia, Pa.
Freeman, Marcia; Columbus, Ohio
Freeman, Wayne; Lanham, Md.
Freeman, William; Huntsville, Ala.
Fuentes, Carmen; Rochester, N.Y.
Fulton, Thomas; Winston-Salem, N.C.

Gaines, Davis; Jacksonville, Fla.
Gardner, Lloyd; Huntsville, Ala.
Garnnett, Brenda; Los Angeles, Calif.
Gates, Betty; Gulfport, Miss.
Gates, Rhoda; Gulfport, Miss.
Gellineau, Standley; Huntsville, Ala.
Gibson, Charles; Camden, N.J.
Gilbert, Robert; Huntsville, Ala.
Gill, Esther; Huntsville, Ala.
Givens, Meredith; San Diego, Calif.
Golson, Claudia; Jacksonville, Fla.
Golson, David; Jacksonville, Fla.
Golson, Hazel; Jacksonville, Fla.
Golson, William; Jacksonville, Fla.
Gooding, Ruth; Trinidad, W. I.
Goodman, Brenda; Wilmington, N.C.
Grace, Willie; Fayetteville, N.C.
Graham, Deborah; Elizabeth, N.J.
Graham, Ricardo; Detroit, Mich.
Grant, Frances; Savannah, Ga.
Grant, Lorraine; Milwaukee, Wis.
Grant, William; Milwaukee, Wis.
Graves, Tommy; Huntsville, Ala.
Grear, Carl; Santa Rosa, Calif.
Green, Equilla; Ardmore, Okla.
Green, Garnetta; Jamaica, N.Y.
Greene, Alfonzo; Huntsville, Ala.
Greene, William; Huntsville, Ala.
Greer, JoAnn; Greenwood, Miss.
Greer, Pearlie; Greenwood, Miss.
Grier, Carrol; Jacksonville, Fla.
Griffith, Atha; Louisville, Ky.
Griffith, Buford; Louisville, Ky.
Griffith, Carvason; Barbados, W. I.
Griffith, Patricia; Louisville, Ky.
Guy, Phyllis; Memphis, Tenn.

Hairston, Paulette; Compton, Calif.
Hairston, Ralph; Jacksonville, Fla.
Hall, Martin; Buffalo, N.Y.
Hall, Ruth; Ahoskie, N.C.
Hall, Wilbert; Huntsville, Ala.
Hall, Willard; Huntsville, Ala.
Hampton, Alfred; Philadelphia, Pa.
Hampton, Eilene; Philadelphia, Pa.
Hampton, Leroy; Philadelphia, Pa.
Hannum, Joy; Knoxville, Tenn.
Hardwick, Veda; Birmingham, Ala.
Harris, Currine; Atlanta, Ga.
Harris, Fitzgerald; Tobago
Harris, John; San Francisco, Calif.
Harris, Margaret; Montgomery, Ala.
Harrison, Lorna; Detroit, Mich.
Hawk, Walter; Jacksonville, Fla.
Hawkins, James; Newport News, Va.
Hayes, Diedre; San Francisco, Calif.
Henderson, Richard; Lithonia, Ga.
Henderson, Virginia; Lithonia, Ga.
Henley, Herbert; Huntsville, Ala.
Henriquez, Stephanie; Riviera Beach, Fla.

Henry, Jacqueline; Springfield, Ohio
Herbert, Kenneth; Kenner, La.
Herbert, M. Christine; Huntsville, Ala.
Herbert, Pamela; Kenner, La.
Heriveaux, Lionel; Jamaica, N.Y.
Hicks, Ellen; Tyler, Texas
Hill, Byron; Milwaukee, Wis.
Hill, Franklin; Milwaukee, Wis.
Hill, Laura; Columbus, Ohio
Hill, Lois; Southampton, Bermuda
Hill, Marilyn; Bronx, N.Y.
Hill, Sharon; Pontiac, Mich.
Hillyer, Douglas; Pittsburgh, Pa.
Hinds, David; Huntsville, Ala.
Hodge, Yvonne; Hempstead, N.Y.
Holland, Jacquelyn; Indianapolis, Ind.
Holland, Sharon; Indianapolis, Ind.
Holloman, Audrey; Jacksonville, Fla.
Holt, Henry; Brooklyn, N.Y.
Hopkins, Elaine; Ocala, Fla.
Horton, Walter; Huntsville, Ala.
Houston, Tracie; APO, Okinawa
Howard, Ruth; Trenton, N.J.
Howard, Tony; White Plains, N.Y.
Hudson, John; Chicago, Ill.
Hudson, Roberta; New Britain, Conn.
Hudson, Rose; Chicago, Ill.
Huff, Ernestine; Los Angeles, Calif.
Humphrey, Edwina; New York, N.Y.
Humphreys, Elaine; Belleville, Mich.
Humphries, Donna; Pittsburgh, Pa.
Hunt, Pierre; French, W. I.
Hunt, Yvonne; French, W. I.
Hurt, Diona; Atlanta, Ga.
Hurt, James; Huntsville, Ala.
Hylton, John; Jamaica, W. I.

Jack, Jeanette; Millsboro, Del.
Jackson, Alvin; Portal, Ga.
Jackson, Brenda; Chicago, Ill.
Jackson, George; Lynchburg, Va.
Jackson, Robert; Dallas, Texas
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The philosophy of Oakwood College centers around five great objectives—spiritual, intellectual, physical, social, and vocational. In order to meet these objectives as it renders its many services, the College has been blessed with gifts from a few philanthropic friends. These funds have augmented the General Conference subsidy and student tuition. As its circle of educational and vocational activities is widened, however, the spirit of liberality needs to be exercised by many more friends of the College.

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For further information please correspond with The President, Oakwood College, Huntsville, Alabama 35806.

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